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*Welcome to
Local Government
in Ontario*

**L'AMMINISTRAZIONE
PUBBLICA LOCALE
NELL' ONTARIO:
GLI UFFICI
A TUA
DISPOSIZIONE**

in English and Italian



Ontario

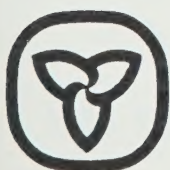
Ministry of
Municipal
Affairs

John Eakins, Minister

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1988

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WELCOME TO LOCAL GOVERNMENT IN ONTARIO

Acknowledgements

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Please note

The information in this book is up-to-date as of January, 1988. For more current information, please contact the appropriate agency.

Distribution

This publication is available free to Ontario newcomers, their teachers and counsellors. Immigrant aid agencies, schools and other non-profit organizations serving newcomers may obtain copies to distribute to adult newcomers by contacting:

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Toronto, Ontario M5G 2E5
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L'AMMINISTRAZIONE PUBBLICA LOCALE NELL'ONTARIO

GLI UFFICI A TUA DISPOSIZIONE

Premessa

Porgiamo un ringraziamento speciale a tutti i membri delle agenzie comunitarie, agli uffici governativi locali ed ai vari Ministeri Del Governo Dell'Ontario che hanno contribuito a questa pubblicazione fornendo assistenza, suggerimenti, revisioni ed incoraggiamenti.

Nota

Le informazioni contenute in questo libro riflettono le norme vigenti nel Gennaio 1988. Per ottenere informazioni più aggiornate dovrai metterti in contatto con l'ufficio competente.

Distribuzione

Questo libro viene messo a disposizione gratis ai nuovi residenti nell'Ontario, ai loro insegnanti e consulenti.

Gli uffici di assistenza per gli immigrati, le scuole e altre organizzazioni non a scopo di lucro al servizio dei nuovi residenti possono ottenere delle copie da distribuire mettendosi in contatto con :

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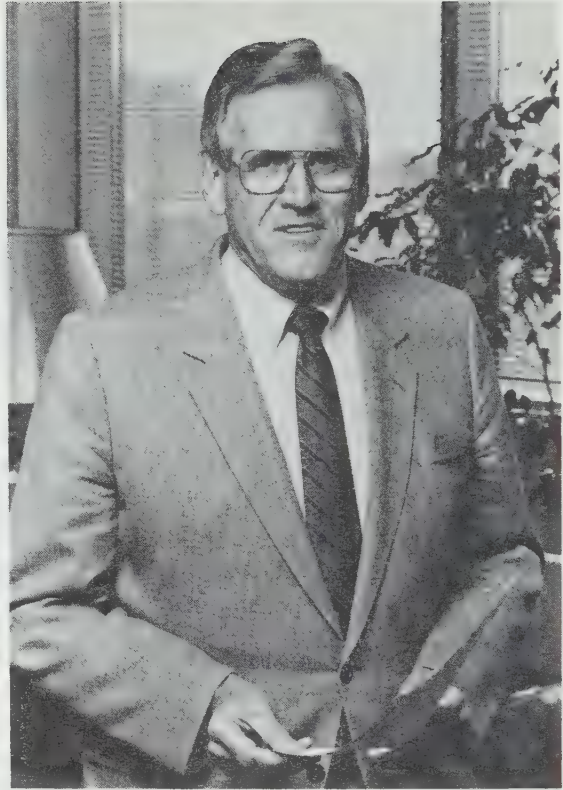
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MINISTER'S MESSAGE

Welcome to Ontario!

The Ministry of Municipal Affairs is pleased to provide this handbook to assist newcomers to learn about local government and the many services it provides.

People from many lands around the world have played an important role in making Ontario's municipalities enjoyable places to live and work. We look forward to the continued participation of newcomers in the life of their communities and the province.



I invite all new residents to participate in local government, and I wish you all the best as you begin your new life in Ontario.

A handwritten signature in dark ink, reading "John Eakins". The signature is fluid and cursive, with the first name "John" and last name "Eakins" clearly distinguishable.

John Eakins
Minister of Municipal Affairs

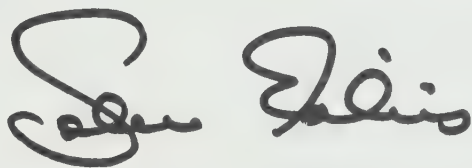
MESSAGGIO DEL **MINISTRO**

Benvenuti in Ontario!

Il Ministero per gli Affari Municipali è lieto di poter assistere con questa pubblicazione i nuovi Canadesi ad essere al corrente dei vari servizi che l'amministrazione pubblica locale offre e di conoscere il sistema governativo locale.

Gente proveniente da tutte le parti del mondo ha avuto un ruolo importante nel far divenire le Municipalità dell'Ontario dei luoghi dove si è felici di risiedere e lavorare. Ci auguriamo una continua partecipazione dei nuovi Canadesi nella vita sociale delle loro comunità e della provincia.

Invito tutti i nuovi residenti ad essere attivi e partecipi nel governo locale. Voglio porgere i miei auguri di successo a tutti coloro che iniziano una nuova vita nell'Ontario.



John Eakins
Ministro Per Gli Affari Municipali

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INTRODUCTION

Night and day, every day of the year, the services provided by local government are working for you.



From the minute you turn on the light in the morning until you turn it off again at night, and even while you sleep, local government plays an important part in your daily life.

Think about the water that provides you with a hot shower; the electricity for your radio; the buses that take adults to work and children to school; the school itself; the roads and sidewalks you use to go shopping; and the library, park or arena you visit on your way home. Police and fire protection, garbage collection, help for people in need, and many other community services are provided by local government.

Because local government touches all of us in so many ways, it is important that we understand how it works. This book gives a brief introduction to local government in Ontario. It tells you about the services local government provides, and how you can obtain them, and it discusses how you can take part in making the decisions that affect your community.

INTRODUZIONE

Giorno e notte, durante tutto l'anno, i servizi forniti dall'amministrazione pubblica locale lavorano per te.

Dalla mattina alla sera e anche durante la notte quando dormi, il ruolo dei governi locali, che amministrano i servizi pubblici, è presente ovunque nella tua vita quotidiana. Pensa all'acqua che si usa per una doccia, alla corrente elettrica per la radio, agli autobus che portano gli adulti al lavoro ed i ragazzi a scuola; alla scuola stessa, alle strade ed ai marciapiedi che si usano per andare a far la spesa; alle biblioteche, ai parchi, alle arene che si visitano prima di ritornare a casa. La polizia, e la protezione dei vigili del fuoco, la raccolta dei rifiuti solidi urbani, l'assistenza ai bisognosi e tanti altri servizi comunitari sono forniti dal governo locale.

Poichè l'amministrazione pubblica ci riguarda da vicino in tanti modi, è importante conoscere le sue strutture e come funziona il suo governo. Questo libro dà una breve introduzione al governo locale dell'Ontario, spiega i servizi e come usufruirne; illustra inoltre come si può partecipare alla formazione delle decisioni che riguardano la tua comunità.



GOVERNMENT IN ONTARIO

There are three levels of government in Ontario:

- the Government of Canada (federal government);
- the Government of Ontario (provincial government); and
- local government (municipalities, school boards, public utilities commissions, and local boards and commissions).

Each level of government is responsible for certain services.

The Federal Government

The federal government is responsible for matters that affect all of Canada, for example:

- national defence
- citizenship
- foreign policy
- national economic policy
- currency

The Provincial Government

The Government of Ontario is responsible for matters which affect the province, for example:

- highways
- social services
- health care
- industrial growth
- protecting the environment



IL GOVERNO IN ONTARIO



In Ontario ci sono tre livelli di governo :

- il governo del Canada (governo federale);
- il governo dell'Ontario (governo provinciale);
- il governo locale (municipalità, provveditorati agli studi, commissioni, servizi pubblici per l'erogazione della energia elettrica e dell'acqua, consigli amministrativi e commissioni locali).

Ognuno di questi livelli ha una sua particolare funzione e precise responsabilità.

Governo Federale

È responsabile per quanto concerne tutta la nazione canadese nei seguenti campi:

- Difesa
- Cittadinanza
- Affari Esteri
- Affari Economici Nazionali
- Sistema monetario

Governo Provinciale

È responsabile per quanto concerne tutta la provincia dell' Ontario, per esempio:

- Autostrade
- Salute Pubblica
- Sviluppo industriale
- Protezione dell'Ambiente

Local Government

Local government is responsible for matters that affect the local area, for example:

- protecting homes and businesses from fire
- providing schools
- operating municipal libraries
- building parks and recreation facilities
- planning new neighbourhoods

Why is local government responsible for so many important services? Because local government is close to the people it serves. It knows the local community's needs and how to meet those needs.

Local government is composed of several parts:

- municipalities
- local boards and commissions
- school boards
- public utilities commissions

Each of these will be discussed in turn.

Governo Locale

È responsabile per quanto concerne l'amministrazione pubblica locale, per esempio:

- Servizio Di Protezione dei Vigili del fuoco
- Sistema Scolastico
- Biblioteche Pubbliche
- Parchi ed Attività Ricreative
- Pianificazione delle Aree Urbane

Perchè il governo a livello locale è responsabile per l'amministrazione di tanti importanti servizi pubblici?

La risposta sta nel fatto che esso è molto vicino alle esigenze del pubblico che serve. Conosce le esigenze della comunità locale e sa come soddisfarle.

Il governo locale è composto da più parti :

- Le municipalità
- Consigli d'amministrazioni e commissioni locali
- Provveditorati agli studi
- Commissioni per erogazione dell'energia elettrica ed dell'acqua

MUNICIPALITIES

There are 839 municipalities in Ontario. No two are exactly the same. Municipalities range in size from Metropolitan Toronto – with more than two million people – to Cockburn Island Township – which has only two permanent residents. Two-thirds of the people in Ontario live in the province’s 50 largest municipalities. The population of most municipalities is quite small. About 600 municipalities in the province have fewer than 5,000 people.

Local Municipalities

Depending on its size, a local municipality may be called a city (large municipalities), a town (medium) or a township or village (small). Whatever its name, your local municipality provides most of the municipal services you receive.

Counties and Regions

It may be more efficient to provide some services over an area larger than an individual local municipality. For this reason, most local municipalities in Southern Ontario are grouped into counties (mainly in rural areas) or regional municipalities (mainly in urban areas). Regional municipalities are often called “regions.” For example, the Cities of Brampton and Mississauga and the Town of Caledon are all part of the Regional Municipality of Peel. Similarly, the County of Oxford includes the City of Woodstock, the Towns of Ingersoll and Tillsonburg and the Townships of Blandford-Blenheim, East Zorra-Tavistock, Norwich, South West Oxford and Zorra.

Counties and regions work with local municipalities to provide a range of municipal services.

Metropolitan Toronto

Metropolitan Toronto, often called “Metro Toronto,” is Ontario’s largest municipality. Metro Toronto is similar to a regional municipality. If you live in the City of Toronto, the City of Scarborough, the City of North York, the City of Etobicoke, the City of York or the Borough of East York, you live in Metropolitan Toronto.

LE MUNICIPALITÀ

Nella provincia dell'Ontario vi sono 839 municipalità (municipalities). Una non è uguale all'altra. Le municipalità variano per estensione e popolazione: da due milioni di abitanti, come la Metropoli di Toronto, a due soli abitanti, come il comune di Cockburn Island. Due terzi della popolazione dell'Ontario risiede nelle cinquanta più grandi municipalità della provincia. La maggioranza delle municipalità ha un livello di popolazione basso; circa 600 municipalità della provincia hanno meno di 5,000 abitanti.

Municipalità Locali

Le municipalità possono essere chiamate in tre modi a seconda della loro grandezza.

Le più grandi vengono chiamate "city" (città), le meno grandi "town" (centro importante), le piccole "township" (territorio giurisdizionale di un centro importante) oppure "village." Comunque si possa chiamare, è la tua municipalità locale che provvede a fornire i servizi che ricevi.

Contee e Regioni

In certi casi è più efficiente fornire dei servizi pubblici a una zona più grande di una normale municipalità locale. Per questa ragione nel Sud Ontario la maggioranza delle municipalità locali si raggruppano formando "counties" (contee), esistenti per lo più nelle zone rurali; oppure in "regional municipalities" (municipalità regionali) nelle zone urbane. Queste ultime vengono comunemente chiamate "regions" (regioni). Per esempio, le "cities" di Brampton e Mississauga e la "town" di Caledon, fanno parte della "Regional Municipality" di Peel. Similmente, la "County" (Contea) di Oxford include le seguenti municipalità locali: "City of Woodstock," "Town of Ingersoll," "Town of Tillsonburg," le "Townships" di Blandford-Blenheim, East Zorra-Tavistock, Norwich, South West Oxford e Zorra.

Le contee e le regioni cooperano con le municipalità locali per fornire vari servizi pubblici.

Toronto – Territorio Metropolitano-(Metropolitan Toronto)

Il Territorio Metropolitano di Toronto, spesso chiamato "Metro Toronto," è la municipalità più grande dell'Ontario. Il Territorio Metropolitano di Toronto è simile a una regione municipale. Chi risiede nelle Città di Toronto, di Scarborough, di North York, di Etobicoke, di York, o nel Borough di East York, abita nella "Metropolitan Toronto."

Improvement Districts

In many areas of Northern Ontario there are not enough people to require municipal government. If an industry begins operating in such an area, arrangements must be made to provide services for the people who will be living there. To provide these services quickly, the province may establish an improvement district. An improvement district is a municipality that is managed by trustees appointed by the Ontario Government. Once the community becomes established, the improvement district will be replaced by a township with an elected municipal council.

Municipal Councils

A municipality is governed by the municipal council. Council's job is to make decisions about municipal services, and to use the money it collects from its taxpayers as wisely as possible. The members of council, called councillors or aldermen, are elected by the municipality's voters. Council members are paid by the municipality for their services. In smaller municipalities, members of council usually serve part-time and work at other jobs as well. In large cities the work of council is more complex, councillors are paid more, and many of them devote all their time to municipal concerns.

Councils must make decisions about a long list of municipal services, including:

- fire protection
- building and maintaining roads and sidewalks
- public transit, such as buses
- street lighting
- water and sewer services
- street cleaning and snow plowing
- planning new housing and business developments
- building and maintaining parks and arenas
- controlling animals
- collecting and disposing of garbage
- operating libraries, daycare centres for small children and homes for the aged

Zone di Miglioramento

In molte zone del Nord Ontario, non vi sono abbastanza abitanti per stabilire un governo municipale. Ma se una azienda intraprendesse una nuova attività industriale, allora la provincia potrebbe stabilire prontamente un "Improvement district" (distretto per lo sviluppo industriale) per fare in modo che si forniscano i servizi pubblici necessari alle persone che abiteranno nella nuova comunità. Questo tipo di distretto è una municipalità amministrata da trustees (consiglieri amministrativi fiduciari) nominati dal Governo dell'Ontario. Non appena la comunità si stabilisce, il distretto viene rimpiazzato con una amministrazione tipo "township" con un consiglio municipale eletto dagli abitanti del distretto stesso.

Consigli Municipali-(Municipal Councils)

Ogni municipalità è amministrata dal consiglio municipale. Il compito del consiglio è di prendere decisioni concernenti i servizi pubblici municipali e di amministrare nel modo migliore possibile le tasse pagate dai cittadini. I membri del consiglio sono chiamati "councillors" o "aldermen" (assessori) e sono eletti dai residenti della municipalità che hanno diritto al voto. I membri del consiglio sono retribuiti dalla municipalità per il loro lavoro. Di solito, nelle municipalità più piccole, i membri del consiglio svolgono la loro attività di assessori a tempo parziale e quindi hanno altre occupazioni. Nei grandi centri, il lavoro degli assessori è più complesso e quindi molti di loro devono dedicare tutto il loro tempo agli affari amministrativi municipali.

I consigli d'amministrazione municipale debbono prendere decisioni su una lunga lista di servizi pubblici, fra questi i seguenti:

- protezione contro gli incendi
- costruzione e manutenzione di strade e marciapiedi
- trasporti pubblici – autobus ecc.
- illuminazione stradale
- servizi idrici e fognature
- pulizia delle strade e rimozione della neve
- piani regolatori per zone residenziali ed industriali
- costruzione e manutenzione di parchi e arene per giochi
- controllo animali
- nettezza urbana
- gestione di biblioteche, asili infantili e case di riposo per anziani

Because of the large number of services they provide, many municipalities divide their council into committees. Each committee studies certain services and makes recommendations to the entire council concerning them. For example, a public works committee might look after road construction and maintenance, storm sewers, street lighting, tree planting and removal, traffic problems and public transit.

Meetings of council or of council committees are held on a regular basis, normally once or twice a month. Council meetings are open to the public, and residents are encouraged to attend. To find out the dates and times of meetings in your municipality, telephone the municipality. The phone number is in the blue pages at the back of the telephone directory under "Municipalities."

How Does Council Govern?

At council meetings the members discuss and act on matters of importance to the municipality. Usually matters come before council in three basic ways:

- members of council bring issues that concern them to council's attention;
- the staff of the municipality identify problems and ask council to consider them;
- individuals, businesses or institutions can ask council to consider a matter that affects them.

All of these items are placed on the council meeting agenda (the list of items to be discussed at the council meeting). When council decides that it needs more information on an issue, it asks the municipal staff to conduct any necessary research and to prepare a report. The issue may also be studied by a council committee. When council has all the information it requires, it will discuss the matter and decide what to do.

If council decides that action is necessary it will probably pass a by-law. By-laws are laws that are in effect only within the boundaries of the municipality. While a municipality may pass by-laws on many matters, the provincial government places limits on the actions a municipality may take. A municipality may pass by-laws only on matters that the province has given it authority to do so.

Molte municipalità dividono i loro consigli in comitati per meglio svolgere il loro compito. Ogni comitato prende in considerazione certi servizi e propone al consiglio intero le raccomandazioni del caso. Per esempio, un comitato addetto ai lavori pubblici potrebbe considerare la costruzione e manutenzione di strade, fognature, l'illuminazione stradale, la piantagione e la rimozione degli alberi, problemi di traffico e trasporti urbani.

Il consiglio e i comitati si riuniscono una o due volte al mese. Le sedute del consiglio sono aperte al pubblico e i residenti della municipalità sono incoraggiati a parteciparvi. Per informazioni riguardo alle date ed agli orari delle riunioni basta telefonare. Il numero di telefono si può trovare nelle pagine blu dell'elenco telefonico sotto la voce "Municipalities."

Come Governa un Consiglio

Alle riunioni del consiglio i membri si occupano di argomenti importanti concernenti la municipalità. Il consiglio viene messo al corrente di questi argomenti in tre modi:

- ciascun membro del consiglio può esporre un caso particolare o generale direttamente al Consiglio riunito;
- il personale della municipalità può identificare un problema e chiedere al consiglio di prenderlo in esame;
- qualsiasi cittadino, funzionari di aziende commerciali o istituzioni possono chiedere al Consiglio di esaminare delle questioni importanti per i loro interessi.

Tutti questi punti da discutere vengono posti all'ordine del giorno della riunione del Consiglio.

Certe volte il Consiglio reputa che il caso esposto meriti uno studio più approfondito e quindi può affidare il compito di condurre studi e ricerche ai membri del personale a sua disposizione i quali stenderanno un rapporto; oppure può rinviare il caso a un comitato di assessori per un ulteriore esame. Quando il Consiglio possiede tutte le informazioni richieste, discuterà il caso in questione e prenderà una decisione. Se il Consiglio delibera che sia opportuno un intervento legislativo per risolvere il problema, può emanare una "by-law," legge emanata da una municipalità che ha valore soltanto entro i confini della stessa.

La municipalità ha il potere di emanare molte leggi per l'amministrazione pubblica. Tuttavia il governo provinciale può limitare l'azione legislativa della municipalità e può definire il potere amministrativo della municipalità stessa.

Bringing a Matter to Council's Attention

One of the advantages of local government is the ease with which you can participate in the decision-making process. As a resident, you have the right to express your opinion on local government issues. You may do this by calling your municipal councillors, or by writing to the council, in care of the municipal clerk. You may also ask to speak at a council or council committee meeting. Once again, you should make such a request through the municipal clerk's office.

LOCAL BOARDS AND COMMISSIONS

Many municipalities establish boards and commissions to advise council on various services such as libraries, housing and recreation facilities. Council appoints people from the community to serve on these boards. If you are interested in serving on a particular board, contact the municipal clerk. The clerk can tell you when council will next be making appointments to the board. You can also watch for advertisements in the local newspaper for volunteers to serve on a board or commission.

BOARDS OF EDUCATION

Boards of education, often called school boards, are an important part of local government. The Ontario Government, through the Ministry of Education, establishes the general policy for schools throughout the province. Locally, school boards elected by the residents decide how best to meet the needs of their students, within the guidelines set by the province. Board members, called "trustees," administer the building and maintenance of schools, hire the teachers and other staff needed to run them, authorize educational programs and approve the textbooks to be used.

If you have a concern about education in your area, call or write to your trustees or to your board of education, care of the board's director of education.

Come Interpellare il Consiglio Municipale

Uno dei vantaggi del sistema governativo a carattere locale è la facilità con cui un residente può partecipare alle decisioni prese dal consiglio. Infatti come residenti si ha il diritto di esprimere la propria opinione. Lo si può fare telefonando ai consiglieri municipali o scrivendo al segretario municipale. Si ha anche la possibilità di prendere la parola durante le riunioni del consiglio, o dei comitati, previa notifica presso il segretario municipale.

CONSIGLI D'AMMINISTRAZIONE E COMMISSIONI LOCALI

Molte municipalità istituiscono dei consigli d'amministrazione (boards) e delle commissioni (commissions) per ricevere assistenza consultiva su vari servizi pubblici: biblioteche, alloggi, programmi ricreativi. Questi "boards" e "commissions" sono composti da membri della comunità nominati dal consiglio municipale. Un cittadino interessato ad essere nominato può mettersi in contatto con il segretario municipale. Egli darà informazioni su come e quando si potrà essere nominati. I giornali locali pubblicano avvisi di ricerca di volontari desiderosi di partecipare come membri dei vari "boards" e "commissions."

PROVVEDITORATI AGLI STUDI

I Prowveditorati agli Studi (Boards of Education), spesso anche chiamati "School Boards" (Prowveditorati alle Scuole), sono degli enti molto importanti del sistema governativo locale.

Il Governo dell'Ontario, tramite il suo Ministero dell'Istruzione stabilisce le direttive generali per l'ordinamento del sistema scolastico in tutta la provincia. A livello locale i membri del consiglio dei provveditorati agli studi, eletti dai residenti, decidono come meglio soddisfare le esigenze scolastiche dei propri studenti naturalmente secondo le norme generali stabilite dalla provincia. I membri di questi Prowveditorati, chiamati "trustees" (consiglieri amministrativi fiduciari), amministrano la costruzione e la manutenzione degli edifici scolastici, assumono insegnanti e altro personale specializzato, autorizzano programmi d'istruzione e approvano i testi scolastici.

Qualsiasi quesito o interpellanza in merito all'istruzione possono essere inoltrati ai vostri "trustees" o al vostro "board of education" presso il direttore generale dell'ente.

PUBLIC UTILITIES COMMISSIONS

In many communities, a public utilities commission supplies electricity. The commission's responsibilities include:

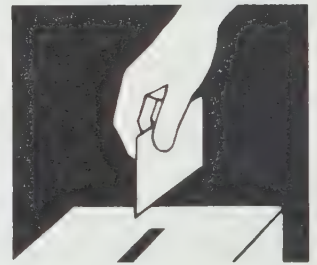
- setting the prices local residents and businesses pay for electricity;
- planning the provision of electricity to new commercial, industrial and residential developments;
- management of the electric utility.

The public utilities commission may also be responsible for other services such as water purification and distribution, and public transit. In places where it only supplies electric service, the commission may be known as the hydro-electric commission.

Public utilities commissions may be appointed by municipal councils or elected by the residents. Where there is no commission, electricity is provided by the municipality.

LOCAL GOVERNMENT ELECTIONS

Members of local municipal councils, school boards and some public utilities commissions are elected by the people they serve.



How Are Municipal Councillors Elected?

The way councillors are elected differs from municipality to municipality. There are two methods of electing municipal councillors:

- at large
- by ward

3) Calcolo delle Tasse

Dopo che si è valutata la proprietà e stabilita l'aliquota, la municipalità calcola le tasse in questo modo:

- dividendo il valore imponibile della proprietà per \$1,000, e;
- moltiplicando il risultato per l'aliquota.

Per esempio, se il valore imponibile di una proprietà è di \$6,000 e l'aliquota è 60, le tasse saranno \$360.

Pagamento delle Tasse

Ai proprietari, sarà spedita una cartella delle tasse che indica la somma da pagare e la data di scadenza.

Cartella Provvisoria delle Tasse

Spesso il calcolo delle tasse sulla proprietà non si finalizza entro i primi mesi dell'anno. Tuttavia le municipalità e le scuole hanno bisogno di fondi per svolgere le proprie mansioni durante i primi mesi dell'anno. Quindi per la prima parte dell'anno molte municipalità spediscono le cartelle provvisorie delle tasse (interim tax bills) basandosi sulle tasse riscosse l'anno precedente. Dopo che il calcolo delle tasse del nuovo anno è stato finalizzato, gli eventuali aumenti saranno aggiunti nella seconda cartella annuale.

Pagamento a Rate

Spesso le municipalità predispongono per il pagamento delle tasse a rate. In questo modo la municipalità ha a disposizione un continuo afflusso di capitale per pagare le spese, e, nello stesso tempo, agevola il proprietario che invece di pagare l'intera somma delle tasse in un pagamento, può fare una serie di piccoli pagamenti.

La persona responsabile del pagamento della cartella delle tasse sulla proprietà e la persona a cui è intestata la cartella. In molte municipalità le tasse possono essere pagate presso l'ufficio municipale o presso qualsiasi banca o ente finanziario fiduciario (trust company) che sono elencate nella cartella.

Per ricevere ulteriori informazioni circa i pagamenti delle tasse occorre mettersi in contatto con il tesoriere municipale. L'illustrazione della pagina seguente mostra un'esempio di una cartella provvisoria e di una cartella regolare.

Your Municipality

198-

INTERIM REALTY TAX BILL

ASSESSMENT (IN DOLLARS)

TAXES (\$)

TOTAL 6975

INTERIM TAX 935.00

ROLL NUMBER

AGENCY CODE

12-3-470-00400

1234700040000003

OWNER,
TENANT
or
LESSEE

Your Name
Your Address

DUE DATE(S) INSTALMENT(S) AMOUNT(S)

FEB.	313.00
MAR.	311.00
APR.	311.00

SEE REVERSE
FOR RECEIPTING

LOCATION/DESCRIPTION OF PROPERTY

PLAN M1808 LOT 2139
43.00FR 107.58D

Your Municipality

198-

REGULAR REALTY TAX BILL

ASSESSMENT (IN DOLLARS)

TAXES (\$)

RES. SEP 6975

EDUCATION	1,055.04
METRO	487.14
CITY	458.67

ROLL NUMBER

AGENCY CODE

12-3-470-00400

TOTAL	2,000.85
LESS INTERIM	935.00
NET AMOUNT	1,065.85

1234700040000003

OWNER,
TENANT
or
LESSEE

Your Name
Your Address

DUE DATE(S) INSTALMENT(S) AMOUNT(S)

JUN.	267.85
JUL.	266.00
AUG.	266.00
SEP.	266.00

SEE REVERSE
FOR RECEIPTING

LOCATION/DESCRIPTION OF PROPERTY

PLAN M1808 LOT 2139
43.00FR 107.58D

Your Municipality

198-

INTERIM REALTY TAX BILL

ASSESSMENT (IN DOLLARS)

TOTAL6975

TAXES (\$)

INTERIM TAX935.00

ROLL NUMBER12-3-470-00400

AGENCY CODE

1234700040000003

OWNER, TENANT or LESSEE

Your Name

Your Address

DUE DATE(S)INSTALMENT(S)AMOUNT(S)

FEB.313.00

MAR.311.00

APR.311.00

SEE REVERSE FOR RECEIPTING

LOCATION/DESCRIPTION OF PROPERTY

PLAN M1808 LOT 2139

43.00FR 107.58D

Your Municipality

198-

REGULAR REALTY TAX BILL

ASSESSMENT (IN DOLLARS)

RES. SEP6975

TAXES (\$)

EDUCATION1,055.04

METRO487.14

CITY458.67

TOTAL2,000.85

LESS INTERIM935.00

NET AMOUNT1,065.85

ROLL NUMBER12-3-470-00400

AGENCY CODE

1234700040000003

OWNER, TENANT or LESSEE

Your Name

Your Address

DUE DATE(S)INSTALMENT(S)AMOUNT(S)

JUN.267.85

JUL.266.00

AUG.266.00

SEP.266.00

SEE REVERSE FOR RECEIPTING

LOCATION/DESCRIPTION OF PROPERTY

PLAN M1808 LOT 2139

43.00FR 107.58D

What Happens if Taxes Are Not Paid?

Taxes should be paid on or before the due date indicated on the tax bill. Municipalities charge interest on taxes that are not paid on time. If taxes remain unpaid at the end of the year, the municipality may require that a penalty be paid in addition to the taxes and any interest owing.

If taxes remain unpaid for three years, the municipality may sell the property for non-payment of property taxes. Land which has not yet been built on may be sold for non-payment after two years.

Tax Grants for Senior Citizens

Ontario residents who are over sixty-five years of age are entitled to receive a Property Tax Grant from the Ontario government. The Property Tax Grant provides up to \$600 per household to offset municipal and school taxes paid by homeowners. Tenants who are senior citizens qualify for \$600 or 20% of the rent on a principal residence whichever is lower.

Most people who receive Old Age Security (OAS) and other seniors who previously received a Property Tax Grant will automatically receive application forms in late August. Other seniors should contact the Ontario Ministry of Revenue, Taxpayer Services Branch:

- in Metro Toronto dial 965-8470
- in Oshawa dial 433-5155
- in area code 807, dial 1-800-263-3792
- in area code 416, dial 1-800-263-7700
- in area code 519, 613 and 705, dial 1-800-263-3960

Mancato Pagamento delle Tasse

Le tasse dovrebbero essere pagate prima o nella data di scadenza indicata sulla cartella. Le municipalità addebitano interessi sulle tasse non pagate in tempo. Se alla fine dell'anno le tasse non sono pagate, la municipalità può imporre una penalità oltre agli interessi accumulati e tasse non pagate.

Se le tasse non sono pagate per tre anni, la municipalità può vendere la proprietà per pagamento mancato. I terreni su cui non si è costruito possono essere venduti dopo due anni di pagamento mancato.

Agevolazioni per Gli Anziani

I residenti dell'Ontario di un'età superiore a sessantacinque anni hanno il diritto di ricevere un sussidio sulla tassa di proprietà (property tax grant) dal governo dell'Ontario. Questo sussidio, fino a 600 dollari per famiglia, serve a contrabilanciare le tasse municipali e scolastiche pagate dal proprietario di casa. Il sussidio per gli anziani che abitano in affitto consiste di \$600 oppure del 20% della rata d'affitto dell'abitazione principale se quest'ultima somma è inferiore ai 600 dollari.

Verso la fine del mese di Agosto, tutti coloro che ricevono la pensione d'anzianità, (Old Age Security), e gli anziani che hanno precedentemente ricevuto il sussidio per la tassa di proprietà riceveranno automaticamente i moduli per inoltrare domanda.

Per ulteriori informazioni occorre contattare:

ONTARIO MINISTRY OF REVENUE
TAX PAYER SERVICES BRANCH
(MINISTRO DELLE IMPOSTE DELL'ONTARIO
SEZIONE SERVIZI CONTRIBUENTI FISCALI)

ai seguenti numeri telefonici:

- ZONA DI TORONTO: 965-8470
- ZONA DI OSHAWA: 433-5155
- ZONA CON PREFISSO 807 COMPORRE 1-800-263-3792
- ZONA CON PREFISSO 416 COMPORRE 1-800-263-7700
- ZONA CON PREFISSO 519, 613, 705 – COMPORRE 1-800-263-3960

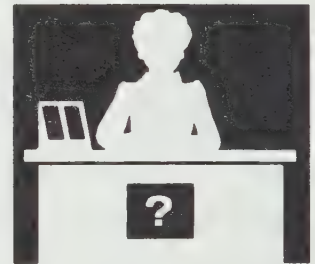
GUIDE TO LOCAL GOVERNMENT SERVICES

The rest of this handbook is a guide to the services local government provides. Because of differences in type and size, not all municipalities provide the same services. In general, the large, urban municipalities offer more services to their residents than do the small, rural municipalities. This guidebook describes the services offered in most urban municipalities. If, after reading this guide, you have any questions about the services provided in your own municipality, contact your municipal office. The number is in the Municipal Government section of the blue pages, at the back of your telephone directory.

To find information on a service quickly, refer to the table of contents at the front of this book.

THE MUNICIPAL CLERK'S OFFICE

There is a municipal clerk in every municipality. It is part of the clerk's job to know which municipal departments or employees do what and where they can be reached. So if you need municipal assistance or information but do not know who to talk to, call the municipal clerk. The clerk's office can be found in the municipal building or offices.



In addition to being a key source of information, the clerk's office handles many other duties, which usually include:

- issuing marriage licences
- recording births, deaths and marriages
- organizing local government elections
- notifying residents of public meetings
- selling dog licences

GUIDA AI SERVIZI GOVERNATIVI LOCALI

La seconda parte di questa pubblicazione è una guida ai servizi forniti dai governi locali.

A causa delle differenze di tipo ed estensione non tutte le municipalità offrono gli stessi servizi. In linea di massima, le municipalità più grandi, quelle in centri urbani, offrono molti più servizi di quelle municipalità più piccole e in centri rurali.

Questa guida descrive i servizi offerti da quelle municipalità situate in centri urbani.

Per ulteriori chiarimenti, dopo aver letto questa guida, concernente servizi offerti dalle varie municipalità, occorre mettersi in contatto con l'ufficio municipale. Il numero telefonico lo si trova nelle pagine blu sezione "Municipal Government" situata sul retro dell'elenco telefonico.

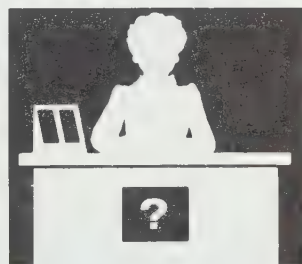
Consultare l'indice all'inizio di questo libro per trovare informazioni su un particolare servizio con più celerità.

UFFICIO SEGRETERIA MUNICIPALE

Ogni municipalità ha un segretario. È responsabilità del segretario di essere al corrente di tutte le attività che si svolgono in seno ai vari reparti municipali e delle funzioni svolte dal personale. Per ricevere informazioni o assistenza, non sapendo a chi rivolgersi, mettersi in contatto con la segreteria della municipalità. L'ufficio del segretario municipale è sito nel palazzo municipale.

Oltre ad essere un'importante punto di riferimento per ricevere informazioni, l'ufficio del segretario svolge le seguenti funzioni:

- Rilascia licenze matrimoniali
- Registra nascite, decessi e matrimoni
- Coordina le elezioni locali
- Rende note la riunioni pubbliche ai residenti
- Rilascia i permessi per la circolazione dei cani



The municipal clerk is also in charge of keeping all municipal documents. To get a copy of a by-law, report or other document, visit the clerk's office.

Business Licences

A special licence is required to carry on many different businesses or trades in a municipality. If you want to open a restaurant, start a taxicab company or operate a public parking lot, you will probably need a municipal licence. If you are thinking of starting your own business, call the municipal clerk and ask if you need a licence.

If the answer is yes, the clerk will tell you how to apply for a licence. Your application will describe the business and where you plan to operate it. The clerk will ask other municipal staff, such as fire and building officials, to comment on the application. Then the application, with their comments, goes to council for approval or rejection.

In some municipalities, council appoints a committee or commission to grant licences. If so, the clerk's office will be able to tell you how to apply.

A licence may be taken away if there are numerous complaints about the operation of a business.

POLICE PROTECTION

The task of protecting people and their property is shared by the federal, provincial and local governments.

The federal police force is the Royal Canadian Mounted Police (RCMP). It enforces certain federal laws.

The Ontario Provincial Police (OPP) conducts certain criminal investigations and patrols provincial highways and waterways. The OPP also provides police services in municipalities which do not have a local police force.



Il segretario è anche responsabile di mantenere tutti i documenti municipali. Per ottenere copie di decreti municipali, rapporti, o altri documenti occorre visitare l'ufficio municipale del segretario.

Licenze

Una licenza speciale è richiesta per svolgere attività commerciali o esercitare un mestiere. Se si volesse aprire un ristorante, iniziare una società di taxi o operare un posteggio pubblico, molto probabilmente occorre una licenza rilasciata dalla municipalità. Nell'iniziare un'attività commerciale per conto proprio occorre consultare il segretario municipale e chiedere se occorre una licenza.

Se la licenza è necessaria, il segretario fornirà informazioni di come procedere per inoltrare la domanda necessaria. La richiesta descriverà l'attività commerciale e dove si intende svolgerla. Il segretario farà gli accertamenti del caso, è chiederà un parere ad altri funzionari municipali, per esempio ispettori e vigili del fuoco. La richiesta, in seguito ai pareri dei funzionari, sarà analizzata dal consiglio per essere approvata o respinta secondo il caso.

In certe municipalità il consiglio nomina un comitato o una commissione con poteri di rilasciare licenze. Se questo sia il caso, la segreteria sarà in grado di dare informazioni su come procedere ad inoltrare la domanda.

Una licenza può essere tolta nel caso in cui ci siano molte lamentele circa l'operazione dell'attività.

POLIZIA

Il compito di proteggere le persone e la loro proprietà viene condiviso fra i governi federale, provinciale e locale.

Il corpo di polizia federale è composto dalla Royal Canadian Mounted Police (R.C.M.P.), il cui compito è di far rispettare certe leggi federali.

Il corpo di polizia provinciale, Ontario Provincial Police (O.P.P.), conduce investigazioni criminali, perlustra le autostrade e i canali di navigazione di giurisdizione provinciale. La polizia provinciale, inoltre, offre servizi di pubblica sicurezza nelle municipalità che non hanno un proprio corpo di polizia.



Large municipalities generally operate their own police force. In most regional municipalities, a single force provides police protection for all of the municipalities in the region. Metropolitan Toronto also operates one force for all its local municipalities.

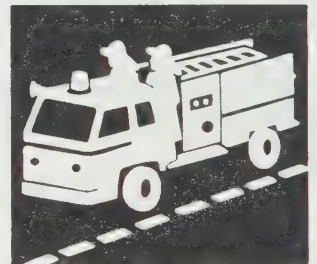
The main duties of municipal police forces are to protect people and their property, to catch offenders and to maintain order in the community. In larger municipalities, the police force may also operate youth bureaus and community service bureaus which offer crime prevention and other educational programs.

If You Need Help

The telephone number for the police is listed in the front of your telephone directory. Keep the number close to the phone at all times. If you need police assistance, call and give your name, where you are and the reason you need help.

FIRE PROTECTION

Each municipality decides how it will provide fire protection services. Most large municipalities have full-time fire-fighters. Many smaller municipalities depend on volunteer firefighters.



If a fire breaks out in your home, and you cannot quickly put it out, leave the building immediately. Call the fire department from the nearest available phone. Give the location of the fire. Seconds can mean the difference between success and failure in controlling the fire. The nearest fire station will send firefighters and equipment to fight the fire.

Fire departments may also provide other services, such as fire prevention education and inspection services, performing rescue work, and resuscitating accident and heart attack victims.

Le municipalità più grandi normalmente operano con la propria forza di polizia. La maggioranza delle municipalità regionali, ha una unica forza di polizia che offre la sicurezza pubblica per tutte le municipalità della regione. Anche nella Metro Toronto opera un corpo di polizia per tutte le sue municipalità.

Il compito principale di un corpo di polizia municipale è di proteggere le persone e la loro proprietà, di arrestare criminali e di mantenere l'ordine nella comunità.

Nelle più grandi municipalità la polizia può anche operare centri di programmi per i giovani e servizi comunitari con lo scopo di prevenire attività criminali e di offrire programmi educativi.

Se Occorre Aiuto

Il numero di telefono della polizia può essere recapitato nella prima pagina dell'elenco telefonico. Per ogni eventualità è consigliabile aver vicino al telefono il numero della polizia. In caso di bisogno, quando si chiama la polizia è necessario dare il nome, indirizzo e motivo della chiamata.

VIGILI DEL FUOCO

Ciascuna municipalità decide come provvederà ai servizi di protezione anti-incendi. La maggioranza delle municipalità più grandi hanno a loro disposizione pompieri a tempo pieno. Molte municipalità più piccole hanno una brigata di pompieri volontaria.



In caso d'incendio nella casa, non potendolo estinguere velocemente, si consiglia di evacuare immediatamente e chiamare i pompieri da un telefono più vicino e fornendo l'esatto l'indirizzo. Si prega di non indugiare, la differenza tra successo e fallimento nel controllare l'incendio, può essere questione di secondi. La stazione dei vigili del fuoco più vicina manderà tempestivamente i pompieri e l'equipaggiamento per combattere l'incendio.

AMBULANCE SERVICES

Municipally run ambulance services are available in many larger municipalities. The cost of an ambulance is partially covered by the Ontario Health Insurance Plan (OHIP) if it is medically necessary. Check the front of your telephone directory to see what ambulance services are available in your area. If someone needs emergency medical attention and should not be moved without skilled help or cannot be taken to a hospital by any other means, call the ambulance service.



DIAL 911

In some areas of the province, you can reach the fire department, police and ambulance services by simply dialing 911 on your telephone. Look in the pages at the front of your telephone directory to see if this service is available in your municipality.



TRANSPORTATION SERVICES

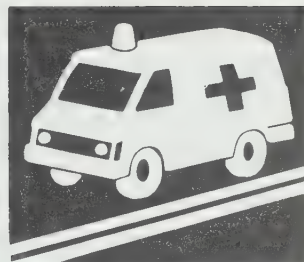
Public Transportation

Public transportation in Ontario includes service by train, subway, streetcar, bus and, in some areas, air. Bus service, which is the most common form of public transportation, is provided in most urban areas.



SERVIZI DI PRONTO SOCCORSO

Molte municipalità offrono servizi d'ambulanza. Il costo di questo servizio è parzialmente coperto dall'assicurazione medico-ospedaliera (Ontario Health Insurance Plan) se il trasporto con l'ambulanza è medicalmente necessario. Per accertarsi quali servizi d'ambulanza sono disponibili nella zona in cui si vive, occorre controllare l'elenco telefonico. Se qualcuno avesse bisogno di cure mediche di emergenza e non si può muovere senza aiuto esperto, oppure non lo si può trasportare all'ospedale con altri mezzi, il servizio d'ambulanza può essere di aiuto.



“911” NUMERO TELEFONICO IN CASO DI EMERGENZA

In certe zone della provincia si ci può mettere in contatto con i servizi di pronto soccorso, di polizia, pompieri e ambulanza semplicemente componendo al telefono il numero 911. Nelle prime pagine dell'elenco telefonico si può controllare la disponibilità di questo servizio.



SERVIZI DI TRASPORTO

I trasporti pubblici nell'Ontario consistono di servizi ferroviari, metropolitana, tram, autobus, e, in certe zone, servizi aerei. Il servizio degli autobus, il più comune mezzo di trasporto pubblico, è fornito in quasi tutti i centri urbani.



To travel within a municipality, you must have tickets, a pass or cash. Some municipalities sell tickets on the buses. In others, tickets can only be purchased at stations and some stores. Without a ticket or pass you must usually give the driver the exact amount of the fare; the driver will not give you any change back. Senior citizens, children under a certain age, and students with student cards may travel for a lower fare in many municipalities.

Within a municipality, there is normally a set fare per trip, no matter how far you go. If you have to change from one vehicle to another to reach your destination, get a transfer when you pay your fare. You can then continue on to your destination without paying again.

If you are travelling between municipalities, the fare will usually increase according to the distance you are travelling.

Metro Toronto

In Metro Toronto you will find streetcars and a subway system in addition to buses. You can buy tokens as well as tickets and monthly passes. Tickets and tokens can only be purchased at stations and some stores. Paying by cash costs more per trip than buying tickets, tokens or passes.

Do you know how to reach your destination? Many public transit offices provide maps, called “Ride Guides” that show the routes of their buses and other vehicles. You can also phone the public transit office for advice.

Services for the Handicapped

In many municipalities, a special transportation service is available to people who have a physical handicap. If you require such a service, contact the local transit office.

Per viaggiare bisogna provvedersi di un biglietto o avere un lasciapassare d'abbonamento o pagare in contanti. In certe municipalità i biglietti si possono acquistare in autobus; in altre, i biglietti si possono solamente acquistare nelle stazioni e in negozi indicati. Senza un biglietto o lasciapassare bisogna dare al conducente esattamente il prezzo del biglietto, in caso contrario, il conducente non darà resto. Viaggiare entro i confini della municipalità ha un prezzo fisso, non importa quanto è lungo il tragitto. Se si deve cambiare mezzo di trasporto per raggiungere la destinazione voluta, è necessario un biglietto di transfert quando si ottiene il biglietto iniziale.

Se il viaggio avviene da una municipalità all'altra, il prezzo aumenta a seconda della distanza percorsa.

Metro Toronto

Nella Metro Toronto oltre agli autobus, ci sono tram (streetcars) e la metropolitana (subway). Per l'uso si possono comprare gettoni, biglietti o lasciapassare d'abbonamento mensili. I biglietti e gettoni possono essere acquistati soltanto nelle stazioni o in certi negozi indicati. Usando biglietti, gettoni o lasciapassare invece di pagare in contanti il prezzo del biglietto è minore.

Per informazioni su come raggiungere la destinazione desiderata, molti uffici di trasporti urbani forniscono delle carte geografiche chiamate "ride guides" che possono essere consultate per informazioni sui percorsi e le linee di autobus e di altri mezzi pubblici. Telefonando all'ufficio dei trasporti urbani si riceveranno ulteriori informazioni.

Servizi per gli handicappati

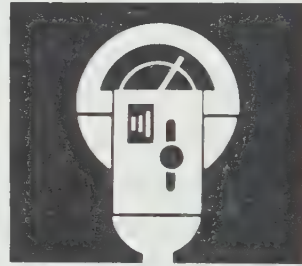
In molte municipalità esiste un servizio speciale per il trasporto urbano degli handicappati fisici. Chi avesse bisogno di questo servizio, dovrà mettersi in contatto con l'ufficio dei trasporti urbani.

GO Transit

GO (Government of Ontario) transit is a bus and rail service operated by the Ontario Government. It carries passengers between many of the municipalities in and around Metropolitan Toronto. In several municipalities, municipal bus service is free when riding to or from a GO transit station. For more information, contact the nearest GO Transit office or the municipal transit office.

PARKING

Many municipalities restrict parking on some streets. If you park your car where there is a “no parking” sign you may receive a fine, or have your vehicle towed away. Many municipalities also have by-laws which say that vehicles may not be parked on residential streets overnight. To find out if your municipality has such a by-law, contact the municipality.



Where there is a shortage of parking, residents can sometimes apply to the municipality for a permit to park on residential streets overnight. Contact your municipal office to find out about parking in your neighbourhood.

Meter Parking

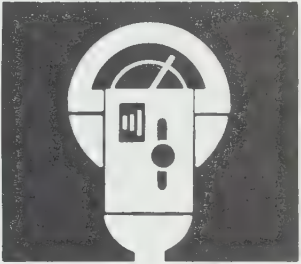
In commercial areas and on main streets you may find parking meters. When you park by a meter, put enough coins in it to cover the time your vehicle will be in the parking space. This is shown on the meter, usually close to where the money is deposited. If you do not, or the meter shows your time has expired, you may be fined. Check on the meter for the length of time that you are allowed to park; most meters will let you stay one or two hours, but in busy places they may let you stay only 15 minutes. Check also on the hours that meter parking applies; usually you do not have to pay in the evenings or on Sundays.

Trasporti Interprovinciali

GO (Governo Ontario) transit è una rete di servizi ferroviari e di autobus gestito dal governo provinciale. Questo trasporta passeggeri fra le municipalità vicine e attraverso la Metro Toronto. In molte municipalità i servizi autobus sono gratuiti quando si è in transito da o per una stazione GO transit. Per ulteriori informazioni rivolgersi all'ufficio GO Transit più vicino oppure all'ufficio dei trasporti municipale.

PARCHEGGI

Molte municipalità vietano il parcheggio d'auto in certe strade. Al parcheggio d'auto dove c'è una segnaletica "vietato parcheggiare" (no parking) viene imposta una multa oppure la confisca dell'auto stessa. Molte municipalità inoltre hanno dei regolamenti che vietano il parcheggio durante la notte nelle strade di zone residenziali. Per ulteriori informazioni al riguardo di questi regolamenti, occorre contattare la municipalità.



Dove c'è una scarsità di posti parcheggio, i residenti possono a volte inoltrare domanda di un permesso di parcheggio notturno nelle strade di rioni residenziali. Mettersi in contatto con l'ufficio municipale per accertamenti sulle regole di parcheggio.

Parcheggio a Pagamento con Parkimetro

Nelle zone commerciali e nelle strade principali si possono trovare posti di parcheggio a pagamento orario. Quando si parcheggia occorre inserire tanta moneta per quanto tempo l'auto rimarrà parcheggiata. L'orario viene indicato di solito vicino dove si inseriscono le monete. Se non si depositano le monete, o l'orario è scaduto, si può ricevere una multa. Accertarsi del tempo a disposizione che vi è permesso parcheggiare; molti parcheggi a orario hanno un tempo di una o due ore, ma in luoghi con più traffico possono mettere a disposizione soltanto 15 minuti. Accertarsi inoltre in quali orari o giorni si debbono depositare le monete; di solito non si paga durante la sera o durante le giornate festive.

Parking Fines

If you get a parking ticket, it will require you to pay a fine. Fines may be paid by mail at the address shown on the back of the ticket or sometimes at a chartered bank or trust company. You can either pay the fine or, if you feel that you have been unfairly charged, request a trial.

If you have an unpaid parking fine you will not be able to get your vehicle licence renewed until the fine is paid.

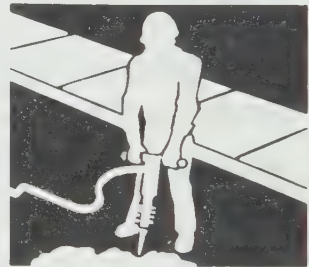
Parking Permits for the Handicapped

Some municipalities provide special stickers for vehicles operated by handicapped persons or by drivers transporting handicapped persons. A vehicle bearing such a sticker is allowed to park in parking spaces reserved for the handicapped. Licence plates bearing the handicapped symbol are issued by the Government of Ontario and can be used in place of the permit.

If you need such a sticker, contact the municipality for information.

ROAD AND SIDEWALK MAINTENANCE

The municipality maintains municipal roads and sidewalks. Maintenance includes cleaning, filling cracks and potholes and doing reconstruction. If you notice an area of road or sidewalk badly in need of repair, contact the municipal public works department or the municipal clerk.



Multe

In caso di contravvenzione, è necessario pagare una multa. Le multe possono essere pagate tramite posta, l'indirizzo è sul retro della contravvenzione, oppure possono essere certe volte pagate presso banche e enti finanziari fiduciari. Si può pagare la multa oppure richiedere un processo nel caso uno si ritenga ingiustamente multato.

Una multa che non e' stata pagata può risultare nell'immobilità di rinnovare il permesso di circolazione.

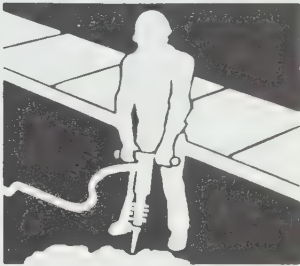
Permessi Speciali Per Handicappati

Certe municipalità provvedono delle etichette speciali per i veicoli usati dagli handicappati o per coloro che trasportano gli handicappati. Un veicolo che ha questa etichetta può parcheggiare negli spazi riservati agli handicappati. Le targhe con il simbolo degli handicappati sono rilasciate dal governo dell'Ontario e possono essere usate invece del permesso.

Se c'è bisogno di un permesso speciale per gli handicappati, occorre mettersi in contatto con la municipalità per informazioni.

MANUTENZIONI STRADE E MARCIAPIEDI

Le municipalità sono responsabili per la manutenzione delle strade e dei marciapiedi. Tale manutenzione include pulizia, riparazioni e ricostruzione. La municipalità o il reparto lavori pubblici possono dare assistenza in merito a strade o marciapiedi che necessitano riparazioni.



SNOW REMOVAL

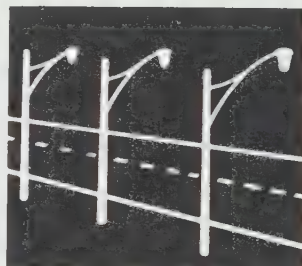
Snow removal from public streets is carried out by the municipality. Responsibility for snow removal from municipal sidewalks varies from municipality to municipality. Some municipalities have small plows that clear the sidewalks. Others require owners or tenants to clear the sidewalk in front of their property. If you are not sure whether you must clear the sidewalk, ask your neighbor or contact the municipality.

Some municipalities have special services for senior citizens and for persons with handicaps who are unable to shovel snow themselves. If you need assistance, call the municipality to see if such a service is offered.



STREET LIGHTING

Street lights are installed and maintained by the local municipality or public utilities commission. They should turn on automatically at dusk and off at dawn. If you feel your neighbourhood requires more street lighting or if you wish to report a broken or burned out light, contact the municipal public works department or the public utilities commission.



RIMOZIONE DELLA NEVE

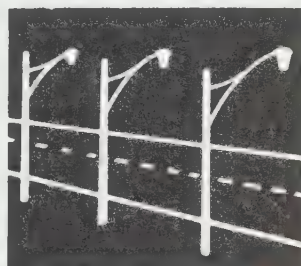
La municipalità provvede alla rimozione della neve dalle strade pubbliche. Non tutte le municipalità hanno gli stessi regolamenti per quanto concerne la responsabilità di rimozione della neve dai marciapiedi. Certe municipalità usano dei piccoli spartineve per i marciapiedi. Altre richiedono ai residenti di rimuovere la neve sul fronte della loro proprietà. Per essere sicuri di questo regolamento è necessario mettersi in contatto con la municipalità.

Certe municipalità hanno dei servizi speciali per gli anziani e per gli handicappati che sono inabili a spalare la neve. In caso d'aiuto, la municipalità può indicare se questo servizio viene offerto.



ILLUMINAZIONE DELLE STRADE

L'installazione e manutenzione dei lampioni delle strade è compito della municipalità o della commissione servizi pubblici locali. Le luci dovrebbero accendersi automaticamente all'imbrunire e spegnersi all'alba. Per quei rioni che richiedano più illuminazione o hanno un lampione fulminato o rotto, occorre mettersi in contatto con il dipartimento lavori pubblici oppure con la commissione servizi pubblici.



GARBAGE COLLECTION AND DISPOSAL

Garbage Collection

Garbage collection is a municipal responsibility. In most urban areas, garbage is collected once a week. Most municipalities ask you to follow rules like these:



- Place garbage as close as possible to the curb, without blocking the public sidewalk.
- Put garbage in cans or plastic bags, not cartons or boxes.
- Do not put garbage out before six p.m. on the day before garbage is collected. Remove garbage cans from the street as soon as possible after collection.
- Wrap broken glass in newspaper and then put it in a plastic bag.
- Put leaves and garden refuse in containers. Do not leave them loose by the roadway. Some municipalities have a special collection of leaves each fall.
- Do not put paints and chemicals in with other garbage. Some municipalities have a special collection for these items. Call the municipal public works department for more information.
- Many municipalities have a special spring and fall collection where there is no limit on the size and weight of items to be picked up. Put out items such as large appliances and furniture for collection at that time.
- There is often a special collection of Christmas trees shortly after Christmas.

Recycling

Many municipalities encourage residents to separate materials such as glass bottles and jars, metal cans and newspapers, from the garbage. These items will be picked up separately for recycling. If the municipality recycles these materials, it will need to dispose of less garbage and thus save money.

NETTEZZA URBANA

Raccolta Rifiuti

La raccolta rifiuti è una responsabilità municipale. In molte zone urbane, i rifiuti sono raccolti una volta la settimana.

La maggioranza delle municipalità impongono le seguenti regole:



- mettere i rifiuti il più vicino possibile al marciapiede senza bloccarlo;
- mettere i rifiuti dentro gli opposti contenitori o sacchetti di plastica e non dentro cartoni o scatole;
- non mettere fuori i rifiuti prima delle ore diciotto del giorno prima della raccolta. Rimuovere i contenitori dalla strada non appena possibile dopo la raccolta;
- avvolgere i vetri rotti in fogli di giornale e poi metterli dentro un sacchetto di plastica;
- mettere foglie e rifiuto del giardino in contenitori adeguati. Non lasciarli liberi per la strada. Certe municipalità hanno delle raccolte speciali durante l'autunno;
- non mettere pittura e prodotti chimici con altri rifiuti. Certe municipalità hanno delle raccolte speciali per questo tipo di rifiuti. Chiamare il dipartimento lavori pubblici per ulteriori informazioni;
- molte municipalità hanno una raccolta speciale in primavera ed in autunno che non impone limiti sulla grandezza e peso del materiale da raccogliere. Materiale di questo genere, come mobili e elettrodomestici, può essere messo fuori durante queste raccolte speciali;
- c'è anche una raccolta speciale di alberi di Natale dopo le feste natalizie.

Riciclaggio

Molte municipalità incoraggiano i residenti a separare bottiglie, barattoli di vetro e contenitori di metallo dalla spazzatura.

Il materiale separato sarà raccolto a parte per riciclaggio. Se la municipalità ricicla questi materiali, avrà bisogno di disfarsi di una minore quantità di rifiuti e quindi risparmierà denaro.

Burning Garbage

Generally, burning garbage is not permitted. For information about the burning of garbage, contact your municipal fire department.

Where to Get More Information

To inquire about collection times or for more information on recycling, contact your municipal clerk's office or the public works department.

RECREATION AND CULTURE

Residents in most municipalities can enjoy a variety of programs and special events in parks, community recreation centres, ice rinks and schools.



Many municipalities offer a variety of sports programs as well as leisure activities such as painting, pottery, quilting and fitness programs. Recreation centres offer dances and weekly games that give people an opportunity to get together. Many programs are free. Some charge a small fee.

Community centres often need volunteers to help with the activities. If you would like to get involved, or for more information concerning municipal recreation programs, contact your local municipal recreation department.

Parks

Most communities have small neighbourhood parks. These parks usually have a grass playing area and play equipment for children.

Many municipalities also have larger community parks that have picnic areas, nature trails and large open spaces.

Incenerimento dei Rifiuti

Normalmente non è permesso bruciare i rifiuti. Per ricevere informazioni a questo riguardo, mettersi in contatto con i vigili del fuoco.

Dove Ottenere Ulteriori Informazioni

Per ricevere informazioni riguardanti la raccolta dei rifiuti e sul riciclaggio, mettersi in contatto con la segreteria comunale o il dipartimento dei lavori pubblici della municipalità.

CULTURA E RICREAZIONE

I residenti di molte municipalità possono usufruire di una varietà di programmi ed eventi speciali che si svolgono nei parchi, centri comunitari ricreativi, arene per il pattinaggio e scuole.



Molte municipalità offrono sia programmi di sport, sia attività di svago come pittura, lavori in ceramica, tessitura e programmi di esercizi atletici. I centri di ricreazione organizzano danze e giochi settimanali che danno l'opportunità alla gente di incontrarsi. Molti programmi sono gratuiti. Certi richiedono una piccola tassa d'iscrizione.

Spesso, i centri comunitari hanno bisogno di volontari disposti ad aiutare nell'organizzazione delle attività.

Per ricevere più informazioni al riguardo, mettersi in contatto con il dipartimento addetto alla ricreazione della municipalità.

Parchi

Molte comunità hanno piccoli parchi di rione. Questi parchi di solito hanno un prato per giochi e attrezzature per giochi dei bambini.

Molte municipalità hanno inoltre parchi pubblici dove si trovano aree per picnic, sentieri naturali e vasti spazi.

Libraries

Many municipalities have a library where people can borrow books for a limited time (usually two or three weeks). Some libraries also lend films, records and cassettes, and have materials in languages other than English. Many libraries also take part in inter-library loan arrangements. This means that once you become a member of one library, you can borrow materials from other libraries in the same region. Most libraries also have a reference section of encyclopedias, dictionaries and other materials that you may use only in the library.

To become a library member, visit the local library and ask for a library card. You may be required to show some identification. There is no charge for the card or to take out library materials. For more information, call your public library. It is listed in the white pages of the telephone book under “Public Library” or under the name of your municipality.

SOCIAL SERVICES

Local governments provide a wide range of programs and services to aid those in need.



General Welfare Assistance

An individual may be eligible for temporary financial assistance if he or she:

- is unemployed and looking for work;
- is unable to work due to short-term illness or long-term disability;
- is a single parent;
- is elderly;
- is a foster child;
- is attending elementary or secondary school with no other means of support.

A person may receive other types of assistance and/or income and still be eligible for General Welfare Assistance (GWA).

Biblioteche Pubbliche

Molte municipalità hanno una biblioteca dove si possono prendere libri a prestito per un tempo limitato (due o tre settimane). In alcune biblioteche si possono prendere in prestito films, dischi e nastri e sono disponibili materiali in altre lingue oltre l'Inglese.

Inoltre, molte biblioteche partecipano ad un programma di interscambio per soci residenti in località diverse. Ciò significa che il socio di una biblioteca può prendere in prestito materiali da altre biblioteche della stessa regione. Molte biblioteche hanno sezioni per la consultazione con enciclopedie, dizionari e altri materiali che si possono usare soltanto nella biblioteca.

Per diventare socio della biblioteca, occorre recarsi nella biblioteca locale e chiederne la tessera. I servizi delle biblioteche sono gratuiti. Per ulteriori informazioni rivolgersi alla biblioteca della propria zona. Il numero di telefono si può trovare nelle pagine bianche sotto la voce "Public Library" o sotto il nome della vostra municipalità.

SERVIZI SOCIALI

I governi locali provvedono ad ampi programmi e servizi per l'assistenza ai bisognosi.

Assistenza Previdenziale "General Welfare"

Ciascuna persona può avere disponibile temporaneamente un'assistenza finanziaria se:

- è disoccupato ed è alla ricerca di un'occupazione;
- è inabile al lavoro a causa di malattia temporanea o invalidità a lungo termine;
- è un genitore singolo con figli a carico;
- è anziano;
- è un bambino adottato temporaneamente;
- è un giovane che frequenta le scuole elementari o superiori con nessun mezzo di sostentamento.

Una persona può ricevere altri tipi di assistenza e/o reddito e ancora avere diritto all'assistenza previdenziale (general welfare assistance – GWA).



The amount of assistance depends on the recipient's income, expenses, family size and the ages of any children. General Welfare Assistance provides money for basic living costs, including food, clothing, shelter and other expenses, such as food required for a medical diet, if needed.

Everyone who qualifies for GWA also receive a comprehensive drug benefit plan and full coverage of their Ontario Hospital Insurance Plan (OHIP) premiums.

Special Assistance and Supplementary Aid

The Special Assistance program provides certain items, services and payments to individuals on low or fixed incomes who require extra financial aid. Applicants may already be receiving other types of assistance, such as Workers' Compensation or Unemployment Insurance. However, applicants do not have to be receiving any type of assistance to qualify for Special Assistance. A fully employed person can be eligible.

Supplementary Aid is provided to recipients of Family Benefits, Old Age Security, Vocational Rehabilitation Service Allowances, GAINS (Guaranteed Annual Income Supplement) Allowances and/or Canada Pension payments to cover special needs, usually on a one-time basis. Benefits are granted to individuals when their budgetary needs, as determined by legislation, exceed their income.

Municipalities may provide Supplementary Aid or Special Assistance for:

- moving or necessary transportation expenses;
- comfort allowances for those in nursing homes (to pay for personal items, candy, newspapers, etc.)
- surgical supplies and prosthetic appliances;
- dental or optical services, including eyeglasses;
- vocational training;
- funerals and burials.

L'entità dell'assistenza dipende dal reddito dell'assistito, dalle spese che deve sostenere, dalla grandezza del nucleo familiare e dalla età di ciascun bambino.

L'assistenza provvede al denaro per il costo base della vita comprendente vitto, alloggio, vestiario e altri bisogni specifici come particolari diete mediche quando è necessario.

Chiunque si qualifichi per questa assistenza riceve inoltre medicine gratuite e l'assicurazione medico-ospedaliera (O.H.I.P.).

Altri tipi di Assistenza e Aiuti Supplementari

Il programma di assistenza speciale provvede a certi necessità di servizi e pagamenti alle persone con basso reddito o reddito fisso che richiede un aiuto extra finanziario.

Coloro che ne fanno richiesta possono essere già degli assistiti, come gli infortunati o i disoccupati (U.I.C.). Comunque, chi richiede questa assistenza speciale non deve ricevere nessun altro tipo di assistenza per qualificarsi. Una persona con un'impiego può averne diritto.

L'Assistenza supplementare è fornita agli aventi diritto di assegni familiari, ai pensionati per vecchiaia, ai disabili in un programma di riabilitazione, ai percettori del sussidio supplementare del programma "reddito garantito annuale", e ai percettori della Canada Pension – pensione di lavoro per speciali necessità.

L'Assistenza supplementare sotto forma di benefici viene data una volta soltanto per far fronte ad esigenze speciali. I benefici sono assegnati alle persone quando le loro necessità, come determinate dalle leggi, eccedono il loro reddito.

Le municipalità possono fornire assistenza supplementare o speciale per i seguenti motivi:

- spese di trasloco, o necessarie spese di viaggio;
- indennità per il benessere di coloro che soggiornano in case di riposo e cura (per comprare oggetti personali, come giornali, ecc.);
- apparecchiature ortopediche;
- servizi dentistici ed ottici incluse la fornitura degli occhiali;
- riaddestramento occupazionale;
- funerali e sepolture.

Other Financial and Employment Assistance

Many municipalities offer other services in addition to these financial programs. Services that may be available in your municipality include:

- counselling in matters relating to spousal or child support, including the maintenance and enforcement of court orders;
- assisting with home management, including child care, shopping, meal planning and preparation and money management;
- assisting employable persons to get jobs by providing them with vocational counselling, job searching skills, information on training and job opportunities and child care support;
- providing special services to show unemployed youths how to use available community services and to help them find jobs;
- providing home nursing services to people in need of them through an organization such as the Victorian Order of Nurses;
- paying for or helping to pay for visiting homemakers to enable those who are elderly, disabled, ill or recovering from illness to remain in their own homes and to prevent serious family disruption.

To find out if these services are offered in your municipality, check with your municipal social services office.

Child Care

If you leave your children at home, you must provide a babysitter. If this is not possible, leave your children with a responsible friend or neighbour. In an emergency, local daycare programs may be able to help you.

If you are a single parent or both parents work, you may need a daycare centre or private home daycare for your children. For information about daycare centres, contact the municipality or the local community information centre.

If you are unable to pay the full daycare fee, you may be eligible for help with daycare costs from the local social services department. Subsidized daycare spaces are limited, and there may be a waiting list. No subsidies are given for babysitters. For more information about daycare subsidies, contact your municipal social services department.

Altri tipi d'Assistenza Finanziaria e di Assistenza al Lavoro

Molte municipalità offrono altri servizi in aggiunta a quelli di assistenza finanziaria. I servizi che possono essere disponibili nella municipalità includono:

- consulenza riguardante il mantenimento del coniuge o figli, inclusa l'osservanza delle disposizioni del tribunale;
- assistenza nella amministrazione della casa, inclusa la cura dei bambini, la spesa, la preparazione dei pasti giornalieri e il maneggio del denaro;
- assistenza di consulenza occupazionale e di collocamento, informazione su come cercare lavoro, su programmi di riaddestramento e su servizi di asili per bambini;
- fornitura di servizi speciali per insegnare ai giovani disoccupati come utilizzare i servizi comunitari disponibili e aiutarli alla ricerca di lavoro;
- fornitura di assistenza e di cure a domicilio per persone che ne hanno bisogno attraverso organizzazioni come la "Victorian Order of Nurses";
- pagamento o aiuti di pagamento per domestici per aiutare le persone inferme, anziani e invalidi che così possono rimanere nella propria casa evitando seri problemi familiari;

Per accertarsi che questi servizi siano offerti nella municipalità, occorre consultare l'ufficio municipale dei servizi sociali.

Asili

Se si devono lasciare i bambini a casa bisogna assumere una babysitter. Se ciò non è possibile è necessario lasciare i bambini con un'amico o un vicino di casa fidato. In caso d'emergenza, i programmi locali di asilo possono fornire l'aiuto necessario.

Se si è un genitore singolo, o se entrambi i genitori lavorano, si ha la necessità di un'asilo pubblico o privato per i propri figli. Per informazioni circa gli asili infantili, occorre contattare la municipalità o il centro informazioni comunitario.

Se non si è in grado di pagare l'intera retta dagli asili infantili, il dipartimento dei servizi sociali potrà dare l'aiuto a coloro che abbiano i necessari requisiti.

I posti d'asilo sovvenzionati sono limitati e ci si può rimanere in lista d'attesa. Non si ricevono sussidi per pagare le babysitter che tengono cura dei bambini.

Per ricevere ulteriori informazioni su come ottenere un sussidio per le spese d'asilo infantile, occorre consultare il dipartimento dei servizi sociali.

Children's Aid Societies

Children's aid societies have two main responsibilities. They look after children in need of protection and support families in their child-raising responsibilities. The services of the children's aid society (CAS) in your municipality include:

- programs to prevent family breakups, including parent education and family counselling;
- protection of children from abuse and from situations of distress;
- guidance of mothers-to-be who are on their own;
- foster homes for children needing temporary or long-term placement; and
- adoption services that handle all aspects involved in helping a family arrange for and adjust to an adoption.

Your local children's aid society is listed in the white pages of the phone book.

Services for the Elderly

Municipalities provide services for the elderly. Some of them are listed below.

Aids for Independence

Municipalities often operate services for seniors such as meals-on-wheels, homemakers' and nurses' services and senior volunteers-in-service who help seniors remain at home.

Elderly Persons' Centres

Many municipalities operate elderly persons' centres which offer social, recreational and other activities to encourage seniors to remain active in the community.

Homes For the Aged

Homes for the aged are operated by many municipalities. A range of services is available: some homes are purely residential; others offer extended health care for seniors unable to remain at home. The homes charge a fee for accommodation, meals and services, but medical

Enti Per La Protezione Dei Minorenni

Queste organizzazioni hanno due principali responsabilità. Si prendono cura dei bambini che hanno bisogno di protezione e assistono le famiglie nelle loro responsabilità di crescita dei bambini. I servizi dell'ente per l'assistenza ai bambini (Children's Aid Society) della municipalità include:

- programmi per prevenire rotture di nuclei familiari, inclusa la consulenza alla famiglia e programmi educativi per i genitori;
- protezione dei bambini dagli abusi e situazioni disagiate;
- consulenza diretta alle ragazze-madri che vivono da sole;
- aiuto nel trovare nuclei familiari disposti ad adottare temporaneamente o a lungo termine i bambini che ne hanno bisogno; e
- servizi di adozione che prendono in considerazione tutti gli aspetti inerenti alla preparazione della famiglia che ha fatto richiesta di adozione.

Le organizzazioni che offrono questi servizi sono elencate nelle pagine bianche dell'elenco telefonico (vedere Children's Aid Society).

Servizi per gli Anziani

Aiuto per L'Autosufficienza

Le municipalità spesso offrono servizi per gli anziani come posti a domicilio, servizi di domestici e di infermieri e servizi di volontari che aiutano gli anziani a rimanere a casa.

Centri Per Anziani

Molte municipalità gestiscono centri per gli anziani che offrono servizi sociali, ricreativi e altre attività per incoraggiare gli anziani a rimanere attivi nella comunità.

Case Di Riposo

Le case di riposo sono gestite da molte municipalità. Una vasta gamma di servizi è disponibile. Alcune case di riposo hanno carattere residenziale, altre offrono servizi di assistenza medico-infermieristica agli anziani che non possono rimanere nelle loro case. Le case di cura sono a pagamento per quanto riguarda vitto, alloggio e servizi, ma le cure mediche sono fornite dalla assicurazione medico-ospedaliera (O.H.I.P.).

care is provided by OHIP. A subsidy is provided to those who need it. The needs of applicants are matched with the type of care available by the home. They are admitted on a “first come first served” basis. There may be a waiting period before space is available.

For more information on services for the elderly, contact your municipal clerk or community information centre.

PUBLIC HEALTH SERVICES

Every family should have a family doctor to look after its personal medical needs. Public health units provide general health care in communities throughout Ontario. The Ontario Ministry of Health establishes the type and nature of health care services and municipalities and public health boards are responsible for providing these services.



An important service offered by public health units are the home visits made by public health nurses. They visit aged and handicapped people, parents of newborn infants and ex-psychiatric patients. These nurses also visit schools and teach at pre-natal classes and venereal disease clinics.

Public health inspection is another major function of health units. Health inspectors check food-handling establishments, monitor septic tank installations and are generally responsible for controlling public health risks, including communicable diseases.

Health units' dentistry services teach and encourage preventive dental measures, particularly in the schools. They also provide free dental clinics for those who cannot afford to pay for dental care.

The local health unit may also operate a psychiatric clinic, providing consultation and out-patient treatment to children and adolescents.

For more information about health services, ask your doctor or contact your municipal health unit.

Un sussidio è previsto a coloro che ne hanno bisogno. Le esigenze di coloro che ne fanno richiesta sono commisurate con il tipo di cure disponibili presso la casa di riposo. Le ammissioni sono basate su un sistema di lista, il primo in lista viene ammesso. Ci potrà essere un periodo di aspettativa prima che un posto sia disponibile.

Per ulteriori informazioni su i servizi per gli anziani, occorre contattare la segreteria municipale o un centro informazioni comunitario.

SERVIZI DI SALUTE PUBBLICA

Ogni famiglia dovrebbe avere un proprio medico curante. Unità di salute pubblica forniscono assistenza medica generica nelle comunità dell'Ontario.



Il Ministero della Salute dell'Ontario (Ministry of Health) stabilisce il tipo e la natura di servizi di assistenza sanitaria, e le municipalità e le commissioni per la salute pubblica sono responsabili a provvedere questi servizi.

Un servizio importante offerto dalla unità di salute pubblica sono le visite a domicilio fatte da infermieri. Essi visitano gli anziani e gli handicappati, genitori di bambini appena nati e ex pazienti di ospedali psichiatrici. Questi infermieri visitano anche le scuole e tengono corsi per la preparazioni al parto e per la prevenzione di malattie veneree.

Gli ispettori di sanità pubblica hanno un'altra importante funzione in seno alle unità di salute pubblica. Questi ispettori controllano i posti dove si lavora e vengono manipolati cibi, ispezionano impianti igienici e generalmente sono responsabili per il controllo di rischi per la salute pubblica, incluse le malattie infettive.

Le unità di salute pubblica inoltre offrono servizi sanitari dentistici, insegnano e incoraggiano misure preventive per i denti, particolarmente nelle scuole. Inoltre offrono servizi di clinica dentista per coloro che non possono affrontare le spese di una cura dentistica.

L'unità locale di servizi di salute pubblica può anche gestire una clinica psichiatrica, offrendo consultazioni e cure del caso a bambini e adolescenti.

Per ulteriori informazioni su questi servizi, occorre informarsi presso il proprio medico o contattare l'unità di salute pubblica della vostra municipalità.

ANIMAL CONTROL

Municipalities are responsible for reducing animal-related health risks and for assisting residents in dealing with nuisance animals. This is done in several ways.



Licensing

In some municipalities, if you own a dog, you must buy a dog licence. Licences are usually sold by the municipal clerk's office or the local Animal Humane Society. You will receive a tag, which you attach to the dog's collar. If the dog is lost, it can be identified by the tag.

Exotic Pets

Some municipalities do not allow people to keep exotic pets within the municipality. (Most pets other than domesticated dogs, cats, birds and rodents are considered exotic.) Urban municipalities often also ban the keeping of farm animals within the municipality. The municipal animal control officer can answer any questions about restrictions on animals. If there is no animal control officer, contact the municipal clerk's office.

Lost Pets

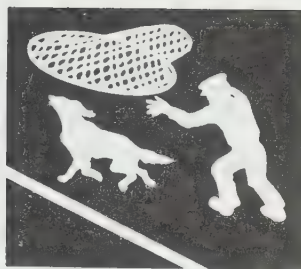
Many municipalities operate a lost and found service to reunite lost pets with their owners. This service may be operated directly by the municipality or through the local Humane Society. If you should lose your dog or cat, call the municipal animal control officer or the Humane Society.

Humane Care

If you have an animal, you must keep it in sanitary condition, and provide it with enough food, water and exercise. If you see an animal being cruelly treated or know of an animal that is being neglected, call the local Humane Society office. The Humane Society will send

CONTROLLO DEGLI ANIMALI

Le municipalità sono responsabili a ridurre i rischi di malattie causate da animali e di assistere i residenti a far fronte ai problemi di ogni genere causati da animali. Queste mansioni sono svolte in molti modi:



Licenze

In alcune municipalità se si è padrone di un cane, si deve acquistare una licenza. Le licenze sono di solito vendute dall'ufficio del segretario municipale o dalla locale società per la protezione degli animali. Si riceve una targa che deve essere attaccata al collare del cane. Se il cane si smarrisce, può essere identificato leggendo le informazioni iscritte sulla targa.

Animali Esotici

Alcune municipalità non permettono che si tengano animali esotici nell'ambito della municipalità. (Sono considerati animali esotici tutti gli animali non domestici come il gatto, cane, uccelli e roditori). Le municipalità urbane non permettono di tenere animali da fattoria nell'ambito della municipalità.

I funzionari del servizio controllo animali possono rispondere a qualsiasi quesito che si possa avere al riguardo circa le restrizioni riguardanti gli animali. In mancanza dell'ufficio per il controllo degli animali, occorre mettersi in contatto con la segreteria municipale.

Animali Smarriti

Molte municipalità gestiscono un servizio di ricerca per riunire gli animali domestici smarriti con i loro padroni.

Questo servizio può essere gestito dalla municipalità oppure dalla locale società per la protezione degli animali.

Se viene perduto un cane o gatto, occorre chiamare il funzionario municipale addetto al controllo degli animali oppure la società per la protezione degli animali.

Protezione degli Animali

Se si ha un animale, lo si deve tenere in condizioni igieniche e fornire ad esso abbastanza cibo acqua nonché tenerlo in movimento.

someone to check on the animal's condition. If the animal is being treated badly, the society may take legal action against the owner.

Animal Bites

If you are bitten by a dog or a wild animal, get immediate medical attention. If possible, have someone keep track of the animal (but stay well away from it). Ask the municipal animal control officer or a humane society representative to come and check the animal for rabies.

LAND USE PLANNING

What is Land Use Planning?

Municipalities in Ontario are growing and changing. They must plan for this growth. If new homes are going to be built, will water and electricity be available? Where will the people do their shopping? Where will the children go to school? Is there a noisy factory nearby that would disturb the residents? Would building the homes destroy a beautiful park or the best land for farming? To deal with questions like these, each municipality sets out an “official plan,” which describes how different areas of the municipality are to develop.



The Zoning By-law

To make sure the official plan is followed, municipalities pass “zoning by-laws.” A zoning by-law divides the municipality into smaller areas, called zones. The by-law says how the land within each zone can be used (for example, industrial, commercial or residential). It also sets limits on building height, the distance structures must be from the property line, the size the buildings are allowed to be, and other such matters.

Se si vede un'animale trattato crudelmente o un animale non curato, occorre contattare la società per la protezione degli animali. La società manderà qualcuno ad indagare sulle condizioni dell'animale. Se l'animale viene trattato malamente, la società può prendere azioni legali contro il padrone.

Morsi da Animali

Se si è morsi da un cane o da un animale selvatico è necessario ottenere immediate cure mediche. Se possibile, qualcuno deve tenere l'animale sotto controllo standone lontano. Chiedere al funzionario municipale del controllo animali oppure alla società per la protezione degli animali di venire ad accertarsi se si tratta di un caso di rabbia.

PROGRAMMI URBANISTICI

Cosa è un Programma Urbanistico

Le municipalità dell'Ontario si espandono e mutano aspetto. Questa espansione deve essere pianificata. Se sarranno costruite nuove abitazioni, vi sarà a disposizione l'acqua e l'energia elettrica? Dove faranno i propri acquisti i residenti? Dove andranno a scuola i ragazzi? Vi sarranno attività lavorative rumorosa vicino alle nuove abitazioni che disturberranno i residenti? Costruendo queste abitazioni si considera la distruzione di un bel parco o della migliore terra per la coltivazione agricola? Per rispondere a questi interrogativi, ogni municipalità prepara un piano di fabbricazione che descrive come dovrebbero svilupparsi le diverse zone della municipalità.



Zonizzazione

Per garantire l'esecuzione del piano regolatore, le municipalità decretano regolamenti di zona. Il regolamento di zona divide la municipalità in aree più piccole, chiamate appunto zone. Il regolamento stabilisce come il terreno in ciascuna zona può essere usato (per esempio, a uso industriale, commerciale o residenziale). Stabilisce, inoltre, i limiti di altezza degli edifici, la distanza che i fabbricati devono avere dalle linee di confine, le dimensioni permesse agli edifici che saranno costruiti, e altri particolari del genere.

How Does the Zoning By-law Affect You?

Any new development that does not meet the municipality's zoning by-law is not permitted. Before you build a house or other structure, make sure that it meets all of the zoning requirements. Also check the zoning requirements if you want to expand an existing building or plan to change a building's use. For example, in many areas, turning a single-family dwelling into a duplex or into commercial office space is not permitted.

If you want to know the zoning for a particular property, contact the municipal planning or building department or, where no such department exists, the municipal clerk.

How Is a Zoning By-law Changed?

Property owners may apply to the municipality to have the zoning for their property changed. This is called a "rezoning." When the municipality receives an application for a rezoning, it must notify the public about the application and hold a public meeting to allow people living nearby to express their views. Notice of the meeting is given in advance, usually through local newspapers or by mail.

If you are concerned about a zoning application that might affect you, you can take part in the decision-making process by:

- finding out as much as possible about the proposed change to the by-law;
- attending the public meeting and expressing your opinions;
- discussing the proposal with municipal staff and council members;
- sending your views in writing to the municipal clerk.

What if You Want Your Own Zoning Changed?

If you want to use or develop your property in a way that is not allowed by the existing zoning by-law, you may have to apply for a rezoning. Before you apply, discuss your proposal with the municipality's planning staff. They can offer advice on how to proceed with a formal application. Most municipalities charge an application fee.

Effetti della Zonizzazione

La costruzione di fabbricati che non sia conforme con il regolamento di zona non è permessa. Prima di costruire una casa o altro fabbricato, bisogna assicurarsi che essi seguano le norme del regolamento di zona. Inoltre, bisogna controllare le norme del regolamento: se si vuole ampliare una costruzione esistente o modificarne la destinazione d'uso; per esempio in molte zone la trasformazione dell'abitazione di una singola famiglia a due famiglie, oppure a uso commerciale, non è permessa.

Se si vuole conoscere il regolamento per quanto concerne una particolare proprietà, occorre contattare il dipartimento urbanistico della municipalità: dove non esiste un tale dipartimento il segretario municipale potrà dare informazioni.

Come Può Cambiare la Zonizzazione

I proprietari d'immobili possono inoltrare domanda alla municipalità per ottenere la modifica della destinazione della loro proprietà. Questo procedimento si chiama "rezoning".

Quando la municipalità riceve una domanda per un cambio di destinazione essa deve rendere pubblica la domanda e deve tenere una riunione pubblica per permettere ai residenti nella zona di esprimere il loro parere. L'avviso della riunione è dato in anticipo, di solito attraverso i giornali locali o tramite la posta.

Se si è interessati ad una domanda di cambiamento che potrebbe riguardare particolarmente, si può prendere parte all'iter burocratico nel seguente modo:

- informarsi per quanto possibile circa la proposta di modifica;
- partecipare alla riunione pubblica e esprimere la propria opinione;
- discutere la proposta con i funzionari municipali e membri del consiglio;
- spedire le proprie ragioni per iscritto al segretario municipale.

Modalità per il Cambio della Zonizzazione

Se si vuole modificare o usare la propria proprietà in un modo non permesso dal piano regolatore della zona, si può inoltrare domanda per ottenere una modifica.

Prima d'inoltrare la domanda, occorre discutere la proposta con il personale dell'ufficio di pianificazione urbanistica della municipalità. Esso può offrire consigli utili su come inoltrare la domanda formale. La maggior parte delle municipalità fanno pagare una tassa per inoltrare questa domanda.

When your application is received, the municipality will notify the affected public and hold a public meeting to discuss it. Council may also consult with planning staff and interested agencies, such as the county or regional government, before making a decision. After considering all concerns and opinions, council will decide whether to pass your proposed rezoning, pass it with changes, or reject it.

What Right of Appeal Do You Have?

If council rejects your proposed zoning change, or if you disagree with council's decision on a change requested by someone else, you can make an appeal to the Ontario Municipal Board (OMB). The OMB is an independent appeal board that hears disputes about planning concerns. If you file an appeal, the OMB will hold a public hearing where you will have an opportunity to present your views. In most cases, the Board's decision is final.

To find out more about the OMB, contact the municipal planning department, or call the OMB's Information Officer at (416) 598-2266, extension 212 or 213.

What If All You Need Is a Minor Change in the By-Law?

If you want to build a structure that does not quite meet the zoning by-law's requirements, you can apply for an exemption to the by-law. This is called a "minor variance." If you receive a minor variance, you do not have to make a formal rezoning application.

To obtain a minor variance, you must apply to the Committee of Adjustment. The committee of adjustment is made up of citizens appointed by the local council to deal with minor problems in meeting by-law standards. The committee will tell you when and where your application will be discussed. They will invite you and any other interested persons to speak at the meeting.

For more information on applying for a minor variance, contact the Secretary-Treasurer for the Committee of Adjustment for your municipality.

Quando la municipalità riceve la domanda, avviserà il pubblico interessato e terrà una riunione pubblica per discuterla. Il consiglio, prima di prendere una decisione, può anche consultare i funzionari dell'ufficio pianificazione urbanistica o enti interessati al caso, come le autorità amministrative di contea o della regione. Dopo aver preso in esame tutte le opinioni, il consiglio deciderà se accettare o meno la richiesta di modifica, accettarla con degli emendamenti, oppure rigettarla.

Diritti di Appello

Se il consiglio rigetta la proposta di modifica al piano regolatore di zona, o se non si è d'accordo con la decisione del consiglio su una modifica richiesta da qualcun'altro, si può inoltrare un appello presso l'Ontario Municipal Board (OMB). Questo ente è una commissione d'appello indipendente che giudica le dispute che riguardano la pianificazione urbanistica. Se è inoltrato un appello, l'OMB terrà un'udienza pubblica dove si ha l'opportunità di esporre il proprio punto di vista. In molti casi la decisione della commissione è irrevocabile.

Per sapere di più riguardo all'OMB, occorre contattare il dipartimento di pianificazione urbanistica, o chiamare il funzionario addetto all'informazioni dell'OMB componendo il numero telefonico (416) 598-2266, interno 212 o 213.

Varianti Minori che Rientrano nel Regolamento

Se si vuole costruire un fabbricato che non soddisfi interamente il regolamento di zona, si può chiedere una deroga al regolamento stesso.

Questa è chiamata una "variante minore". Se la richiesta viene accettata, non si deve inoltrare domanda formale di modifica. Per ottenere una "variante minore", si deve fare richiesta alla Commissione Modifiche (Committee of Adjustment). Questa commissione è formata da cittadini nominati dal consiglio locale per trattare i problemi minori che non rientrano nelle norme standard. La commissione informerà quando e dove la richiesta sarà discussa. La commissione inviterà ciascuna persona interessata a intervenire alla riunione.

Per ulteriori informazioni su come inoltrare una richiesta per ottenere una variante minore, occorre mettersi in contatto con il segretario-tesoriere della Commissione Modifiche della municipalità.

Land Severance

You might want to split (sever) your property into two or more pieces, so that you can sell, lease or mortgage part of the property. Because it affects the surrounding property owners and the municipality's ability to provide services, you must obtain approval before dividing the property.

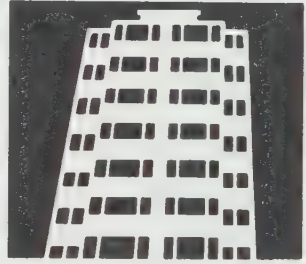
If only a few lots are to be created, this is called land severance. To find out who is responsible for approving a land severance in your area, and how to apply, contact the municipal clerk or planning department.

If you want to divide the property into more than four or five lots, you must submit a special plan of the lots you intend to create, called a "plan of subdivision," to the municipality for approval. Contact your municipal planning department for more information.

BUILDING

Building Permits

If you wish to construct a building or renovate or add to an existing one, you must have a building permit from your municipality. Building permits allow a municipality to regulate the types of construction in the community and to ensure that structures are safe and meet the requirements of the Ontario Building Code.



The Building Code sets standards for materials and design for all building construction and renovations. You must obtain a building permit before you:

- construct a new building or structure on your property;
- make alterations, additions or repairs to a building;
- excavate or construct a foundation;
- install heating, plumbing, an air-conditioning system or fireplace;

Frazionamento

Se si vuole, si può dividere la proprietà in due o più parti, per poter vendere, affittare o ipotecare parte della proprietà. Poiché questo cambiamento interessa sia i proprietari vicini sia la possibilità per la municipalità di fornire i servizi, si deve ottenere l'approvazione prima di dividere la proprietà.

Se si tratta di creare alcuni lotti, questo è chiamato frazionamento ("land severance"). Per sapere chi è responsabile dell'approvazione in una zona e come inoltrare la domanda, occorre interpellare il segretario municipale o il dipartimento di pianificazione urbanistica.

Se si vuole dividere la proprietà in più di quattro o cinque lotti, si deve inoltrare domande alla municipalità per l'approvazione di una particolare planimetria dei lotti che si intendono realizzare, chiamata "plan of subdivision".

COSTRUZIONI

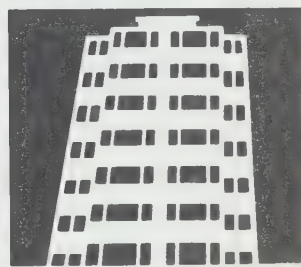
Concessioni di Costruzioni

Se si vuole costruire un edificio o rinnovare, oppure ampliarne uno già esistente, si deve ottenere un permesso di costruzione (building permit) dalla municipalità. I

permessi di costruzione permettono alla municipalità di regolare i tipi di costruzione nell'ambito della zona e di assicurare che le strutture siano sicure e soddisfino i requisiti del Codice Edile dell'Ontario (Ontario Building Code). Questo codice stabilisce norme standard per i materiali e per i progetti di tutte le costruzioni e ampliamenti.

Si deve ottenere un permesso di costruzione prima di:

- costruire un nuovo edificio o qualsiasi altra struttura nella proprietà;
- fare modifiche, addizioni o riparazioni ad un edificio;
- sbancare o costruire fondazioni;
- installare impianti di riscaldamento, idraulici, di aria condizionata o caminetti;



- put up a temporary building or mobile home;
- renovate or convert an existing building.

When thinking about any kind of construction, it is a good idea to discuss your plans with municipal building staff first. They can advise you about any other permits or approvals you might need, such as a demolition permit, a minor variance or an electrical permit. If you are not sure whether you need a building permit or not, call a municipal building officer.

How to Apply for a Building Permit

Applications for building permits can be obtained from the municipal building department or building officer. Along with an application, you must submit sketches, drawings, plans and other documents. You may have to pay an application fee and additional charges for such services as property surveys and connection to the municipal water supply. To check the exact requirements of the permit application, contact a building officer.

When you apply for a permit, the municipal building officer will examine your plans to make sure they meet the Ontario Building Code requirements and the municipality's zoning bylaw. If the proposed work meets all of the requirements and the required fees are paid, the municipality must issue the permit to you. If it does not meet all of the requirements, the building officer will tell you the reasons, and will describe any changes that might resolve the problem.

Building Inspections

Building permits often list inspections that must be done during construction. The inspector's job is to make sure that the work is being done according to the building code, your permit and the approved building plans. The inspector must be able to see the part of the construction he or she is to inspect.

If the inspector finds that the work being done differs from the approved plans, you will be advised to correct the situation. If work continues without the problem being fixed, the municipality can take you to court.

- costruire una fabbrica temporanea o un'alloggio mobile;
- rinnovare o modificare un'edificio già esistente.

Quando sia stato progettato un qualsiasi tipo di costruzione è una buona norma discutere il progetto con i funzionari municipali. Essi possono dare dei consigli riguardo a eventuali permessi o approvazioni che si rendono necessari come, per esempio un permesso di demolizione, un permesso di modifiche minori, o un permesso per l'impianto elettrico.

Se non si è sicuri di quale permesso si ha bisogno occorre interpellare i funzionari municipali.

Come Ottenere la Concessione (Permesso) di Costruzione

Le domande di richiesta dei permessi di costruzione possono essere ottenuti dal dipartimento edile o da un funzionario dell'ufficio pianificazione urbanistica.

Insieme alla domanda si devono inoltrare disegni, particolari, piante e altri documenti. Quando si inoltra la domanda è richiesto il pagamento di una piccola tassa ed altri pagamenti sono richiesti per servizi di perizie per la determinazione della proprietà e per il collegamento idrico municipale. Occorre mettersi in contatto con un ufficiale edile della municipalità per avere ulteriori informazioni.

Quando si chiede un permesso, un funzionario esaminerà i progetti per assicurarsi che siano in aderenza al codice della costruzione dell'Ontario e con il piano regolatore di zona della municipalità. Se i lavori proposti soddisfano tutti i requisiti e sono state pagate tutte le tasse, la municipalità deve rilasciare il permesso. Se i requisiti non sono soddisfatti, il funzionario indicherà i motivi, e indicherà le modifiche che potranno risolvere il problema.

Sorveglianza sulle Costruzioni

I permessi di costruzione spesso elencano le ispezioni che debbono essere fatte durante la costruzione. Il compito dell'ispettore è di assicurarsi che i lavori siano condotti in accordo con il codice, con il permesso e con il progetto. L'ispettore deve avere la possibilità di vedere la parte in costruzione che deve ispezionare.

Se l'ispettore trova che i lavori in corso sono difformi dal progetto approvato, si verrà avvertiti di correggere la situazione. Se i lavori continuano senza che il problema sia stato risolto, la municipalità potrà prendere azioni legali.

When work begins, the permit must be displayed in a window or other place where it can easily be seen by a municipal inspector. You must also keep a copy of the building plan where the work is being done, and tell your local building officer about any changes to the plans as soon as possible.

Changes will require approval in the same way as the original building plans.

Building Demolition

Before you demolish a building or part of a building, you must apply for a demolition permit. The process is similar to that for a building permit. For more information, consult your local building officer.

Property Standards By-laws

Many municipalities have a property standards by-law requiring that, for health and safety reasons, buildings be kept in good repair and that properties be kept clear of debris. If you are a tenant, and are concerned about your building, first contact the building manager about the problem. If the problem is not fixed, contact the municipal clerk to find out whether the municipality has a property standards by-law, and what help the municipality can give you to resolve the problem.

Signs, Awnings, Fences and Hedges

Many municipalities have by-laws setting out requirements for the hanging of awnings or canopies, the size and location of signs and the height and location of fences and hedges. If you are planning to install any of these, first contact the municipal clerk or building department to find out what the requirements are.

When a fence is built along the property line between two pieces of land, the cost of the fence is usually shared by the property owners on either side. If the two owners cannot agree on how the cost should be shared, either owner may ask the municipality to appoint independent arbitrators, called fence-viewers, to divide the costs. This can only be done before the fence is built.

For more information on fence-viewers, contact the municipal clerk.

Quando i lavori iniziano, il permesso deve essere esposto in una finestra o posto in modo che possa essere ben visibile da un'ispettore edile.

Si deve inoltre mantenere una copia del progetto di costruzione dove si svolgono i lavori e informare l'ispettore edile locale su eventuali cambiamenti al progetto non appena possibile.

I cambiamenti ai progetti di costruzione sono soggetti ad approvazione come i progetti originari.

Demolizioni delle Costruzioni

Prima di demolire un fabbricato o una parte di edificio si deve inoltrare domanda per ottenere un permesso di demolizione. Le modalità sono le stesse di quelle per ottenere un permesso di costruzione. Per ulteriori informazioni consultare il funzionario dell'ufficio locale.

Norme Standard Sulla Proprietà

Molte municipalità hanno norme standard sulla proprietà (Property Standard By-Law) richiedenti che, per ragioni di salute e di sicurezza i fabbricati siano tenuti in buono stato e che i terreni siano tenuti liberi da rifiuti. Un inquilino che ha problemi inerenti al fabbricato, può prendere il primo contatto con l'amministratore del fabbricato. Se i problemi non sono risolti, può contattare la segreteria municipale se la municipalità ha una normativa in proposito e quale aiuto la municipalità può dargli per risolvere il problema.

Insegne, Tende, Recinzioni e Siepi

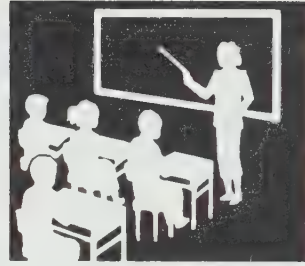
Molte municipalità hanno una normativa per la installazione di tende o pensiline, per la misura e collocamento delle insegne e per l'altezza e il collocamento di recinzioni e siepi. Se si ha la necessità di effettuare alcuni dei suddetti lavori, occorre contattare la segreteria municipale o la divisione urbanistica per sapere quali sono i requisiti richiesti.

Quando una recinzione viene costruita lungo una linea di confine di proprietà tra due lotti di terra, il costo di tale recinzione è normalmente divisa tra i padroni delle due proprietà.

Se i due proprietari non sono d'accordo su come dividere il costo, ciascun proprietario può chiedere alla municipalità la nomina di arbitri indipendenti, chiamati "fence-viewers" che stabiliscono la divisione dei costi. Questo può essere fatto soltanto prima che la recinzione venga costruita. Per ulteriori informazioni contattare la segreteria municipale.

EDUCATION

Free access to elementary and secondary education is the right of every child or adult in Ontario.



The law requires all children between the ages of six and sixteen to attend school. The school year begins in the first week of September, and ends in the last week of June.

Elementary School

Any child whose sixth birthday is before the first day of school must start grade one in September. Those who turn six after the first day of school, but before a date set by the local school board (usually December 31), may also begin in September, if the parents wish. Elementary school has eight grades.

Senior kindergarten is offered by most school boards. It accepts children who will turn five by the end of December in that year. Some school boards also offer junior kindergarten which accepts children whose fourth birthday comes before the end of the calendar year. For information on kindergarten in your municipality, contact your local board of education.

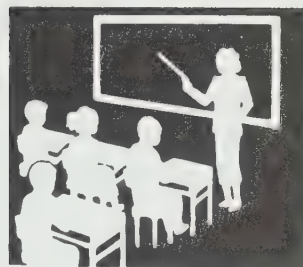
Secondary School

Secondary School offers a wide variety of courses to prepare students for employment or post-secondary education.

If students over 16 years of age cannot attend school full-time, they may be able to complete their secondary education through part-time school attendance or through correspondence courses. For more information, ask at your local secondary school.

L'ISTRUZIONE

Ciascun ragazzo o adulto ha il diritto di accesso libero alle scuole elementari e secondarie. La legge impone che tutti i ragazzi con età compresa dai 6 ai 16 anni frequentino la scuola. L'anno scolastico inizia con la prima settimana di settembre e termina con l'ultima settimana di giugno.



La Scuola Elementare

Ogni bambino il cui sesto (6) anno di età cade prima dell'inizio dell'anno scolastico deve iniziare la frequenza alla prima (1) classe. Coloro i quali invece compiano il sesto anniversario dopo l'inizio dell'anno scolastico ma prima della data stabilita dal provveditorato (usualmente il 31 dicembre), possono iniziare la frequenza della prima classe, se i genitori lo desiderino.

La scuola elementare comprende le prime 8 classi. Scuole materne per bambini di 5 anni esistono nella maggior parte dei provveditorati. Tale servizio viene offerto a bambini che compiono i 5 anni di età entro la fine di dicembre. Alcuni provveditorati offrono scuola materna per bambini che compiono i 4 anni di età entro il 31 dicembre.

Per informazioni più dettagliate occorre consultare il provveditorato agli studi locale.

La Scuola Secondaria

La scuola secondaria offre un vasto panorama di corsi che preparano gli studenti per il mondo del lavoro o per l'istruzione post-secondaria (college ed università). I ragazzi che abbiano compiuto il sedicesimo (16) anno di età e che non possono frequentare le scuole a tempo pieno, possono completare la scuola secondaria frequentando corsi part-time o corsi per corrispondenza.

Per più complete informazioni occorre interpellare la scuola secondaria più vicina.

Enrolling Your Child in School

To enrol your child in school, watch for a notice in the local paper about registration day. This is usually in the spring before the child starts school. Your local school board office can also give you the date. If you miss registration day or arrive in Ontario in the middle of a school year, contact your local school board as soon as possible.

To register your child in school, go to your local school. Take with you:

- your child's birth certificate or passport;
- some proof of your child's immigration status (if needed);
- your child's immunization documents.

To register your child in a Roman Catholic separate school, you will also have to provide proof of school support (your tax bill), and a baptismal certificate.

If you need more information about starting school, contact the local school principal or the school board.

School Bus Service

To find out whether there is school bus service in your area, contact the local school principal or the school board.

Language Instruction

Many schools have special programs for children who need to learn English. They may also have heritage language programs outside of normal school hours. These programs allow children to study their native language or other languages of their choice. English and French are official languages and are not included in the heritage language programs.

Special Programs

Other programs, such as French immersion programs, for non-franco-phone French-speaking students, programs for exceptional children and programs for children with physical or mental handicaps are offered in many areas. To find out what programs are available to children in your area, contact your local school board.

L'iscrizione del Bambino alla Scuola

Per iscrivere i bambini alla scuola occorre fare attenzione alla notizia pubblicata sui quotidiani locali circa il giorno di registrazione. Questo avviene usualmente nel periodo primaverile. Il giorno di registrazione può essere altresì richiesto al provveditorato. Se per un qualsiasi motivo venga oltrepassata la data fissata per la registrazione oppure se il ragazzo giunge in territorio della provincia dell'Ontario dopo tale data, occorre consultare appena possibile il più vicino Provveditorato.

Per registrare il bambino è necessario fornire alla scuola i seguenti documenti:

- il certificato di nascita o il passaporto;
- documentazione, se occorrente, circa lo stato di immunizzazione del bambino;
- certificati di vaccinazione.

Per iscrivere il bambino ad una scuola cattolica occorre provare di aver devoluto una porzione di tassa immobiliare al supporto delle scuole separate (la prova è costituita dalla cartella esattoriale), nonchè esibire il certificato di battesimo del bambino.

Se si necessitano informazioni più dettagliate basta rivolgersi alla scuola o al provveditorato.

Servizi di Trasporti Scolastici

Per sapere se esiste un servizio di trasporto a mezzo scuole-bus occorre rivolgersi alla scuola o al provveditorato.

Insegnamento della lingua

Molte scuole hanno speciali programmi per i ragazzi che necessitano di imparare la lingua inglese. Essi possono avere i corsi della lingua d'origine al di fuori delle normali ore di scuola. Questi corsi consentono ai ragazzi di studiare la loro lingua madre o altre lingue di loro scelta. L'inglese ed il francese sono le lingue ufficiali e non sono include nei programmi di heritage language.

Programmi Speciali

Altri programmi, come corsi esclusivi di francese per alunni che non sono di derivazione francofona, programmi per ragazzi dotati di particolari caratteristiche intellettive, nonchè programmi per ragazzi handicappati, sono offerti in molte scuole. Per ottenere informazioni più dettagliate occorre contattare la scuola più vicina o il provveditorato.

Adult Education

Adult education courses are provided by boards of education, community colleges and universities. These courses are usually offered in the evenings to allow people who work during the day to attend.

For more information, contact the school boards, colleges and universities in your area.

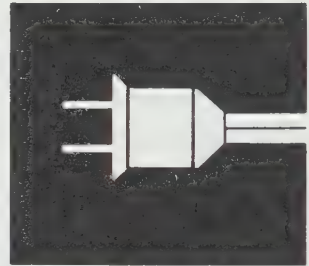
ELECTRICITY

Your Electricity Bill

If you pay for your electricity directly, and not through rent to a landlord, you will receive a bill from the local public utilities commission or municipality.

The amount charged is usually for two months and is for the actual amount of electricity used during that time.

Depending on the municipality you live in, your public utilities bill might also include charges for water and/or sewer usage.



Advice on Saving Energy

Every time you use electricity, it costs you money. There are many ways to reduce the amount of electricity you use. Your public utilities commission can give you information on how to use less electricity and save money. Information is also available on how to keep your home warmer in winter and save on your home heating bills.

For more information on electrical services, or on using less energy, call the public utilities commission. It is listed in the white pages of the telephone book under the name of your municipality's Public Utilities Commission, or its Hydro Electric Commission.

L'Istruzione per gli Adulti

I corsi per persone adulte sono offerti dai provveditorati agli studi, dagli istituti tecnici e tecnico-commerciali (colleges) e dalle università. Questi corsi si tengono normalmente nelle ore serali per consentire alle persone che lavorano di frequentarli.

Per informazioni più dettagliate occorre contattare i provveditorati, i colleges o le università.

ENERGIA ELETTRICA

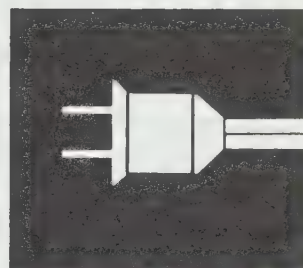
La Bolletta di Pagamento

Se si paga il consumo di energia elettrica direttamente e non tramite un canone di locazione (che lo comprende) si riceverà la bolletta di pagamento del consumo effettuato direttamente dell'ente o società erogatrice normalmente ogni due mesi.

A seconda delle municipalità in cui si risiede, la bolletta può comprendere la spesa per il consumo d'acqua o per contributo fognatura.

Come Risparmiare Energia

Ogni qualvolta si utilizza energia elettrica, ciò costa danaro. Vi sono molti modi onde ridurre i consumi di energia. L'ente o società erogatrice può fornire ulteriori informazioni al fine di ridurre i consumi e quindi risparmiare denaro. Informazioni sono altresì disponibili per mantenere la casa più calda d'inverno e risparmiare sulle spese di riscaldamento. L'ente o società erogatrice della municipalità può essere rintracciata tramite l'elenco telefonico.



WATER AND SEWER SERVICES



The purification and distribution of water and the provision of sewer services are a municipal responsibility. These services are provided mainly in urban areas. In most rural areas, property owners use wells and septic systems at their own expense.

In many places you are charged for the use of water as determined by reading your water meter. You may also pay a “sewer surcharge” for sewer services. The surcharge is based on the amount of water you use. If you live in a home without a meter, you will pay a fixed amount for water and sewer services.

Municipalities collect for water and sewer in several ways. For example, the City of Toronto bills for water separately, twice a year. Because most houses are not metered, the amount is a fixed charge. In the City of Scarborough, the public utilities commission collects for electricity and water. Sewer charges are included on the tax bill in all of the municipalities in Metropolitan Toronto. In the City of Cambridge, the public utilities commission collects for electricity, water and sewer charges. A sample of a Hydro-Electric Commission bill is on the following page.

FORNITURA DI ACQUA E SERVIZI DI FOGNATURE



La potabilizzazione e la distribuzione dell'acqua nonché la realizzazione di una rete di fognature sono compiti della municipalità. Questi servizi sono forniti principalmente sulle zone urbanizzate. Nella maggior parte della zone agricola, i proprietari dei terreni utilizzano pozzi per il prelievo di acqua e fosse settiche per lo smaltimento delle acque nere.

In molte città il consumo di acqua viene determinato e pagato mediante l'uso di un contatore idrico. Vi è anche la possibilità in qualche località di pagare l'uso delle fognature. Se si abita in una casa senza contatore idrico, il consumo si paga con una aliquota fissa.

Le municipalità fanno pagare il consumo di acqua e l'uso delle fognature in diversi modi. Per esempio la città di Toronto per l'acqua manda una bolletta separata due volte all'anno. Poiché molte case non hanno contatore idrico, la bolletta è di un ammontare fisso. Nella città di Scarborough la società erogatrice manda una unica bolletta di pagamento per il consumo dell'acqua e della energia elettrica. Il pagamento per l'uso delle fognature è compreso nella cartella esattoriale delle tasse e ciò avviene in tutte le municipalità della metropolitan Toronto. Nella città di Cambridge, il pagamento per il consumo di acqua, di energia elettrica e l'uso delle fognature, è compreso in una unica bolletta. Un'esemplare della bolletta tipo per l'energia elettrica è allegata alla presente pubblicazione.

CUSTOMER NAME			SERVICE LOCATION			ACCOUNT NUMBER		
Your Name			Your Address			000-0000-0000- -0		

PRESENT READING	PREVIOUS READING	MULT	CONSUMPTION	DEMAND READING	READING DATE YR. - MO. - DAY	BILLING DATE YR. - MO. - DAY	CONSUMPTION DAYS
32350	30660	1	1690 kWh	kW kVA			57
						HYDRO ACCT. TYPE	RES. BI-MONTHLY

ENERGY CHARGES 96.02

AVERAGE DAILY USE FOR PERIOD - THIS YEAR 30 KWH

SAMPLE

WATER & SEWER RATES BILLED AND COLLECTED ON BEHALF OF THE REGION OF HALTON				
PRESENT READING	PREVIOUS READING	CONSUMPTION	METER SIZE	NUMBER OF UNITS
1,571 M	1,533 M	38 m ³	0058	
WATER ACCT. TYPE	RESIDENTIAL		SEWER ACCT. TYPE	RESIDENTIAL

WATER CHARGES 17.59

SEWER RATE CHARGES 21.02

SEWER RATES INCLUDE A 15 PERCENT DISCOUNT FOR WATER NOT DISCHARGED TO THE SANITARY SEWER.

ACCOUNT NUMBER	
000-0000-0000-	-1

YOUR HYDRO-ELECTRIC COMMISSION

AMOUNT NOW DUE \$ 134.63

AFTER \$

PLEASE PAY \$ 139.43

Having Your Meter Read

If your meters (hydro and water) are located outside of the house, you must make sure that the way is clear so that the meter can be read. If either meter is inside your home, the meter reader will need to enter. Before letting anyone in to read a meter, ask to see proper identification. If you do not wish the meter reader to enter, or if you are not at home, a card will be left for you to fill in and mail. In some municipalities, you may also provide the required information by phone.

CUSTOMER NAME			SERVICE LOCATION			ACCOUNT NUMBER		
Your Name			Your Address			000-0000-0000- -0		

PRESENT READING	PREVIOUS READING	MULT.	CONSUMPTION	DEMAND READING	READING DATE YR. MO. DAY	BILLING DATE YR. MO. DAY	CONSUMPTION DAYS
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WATER CHARGES
SEWER RATE CHARGES

SEWER RATES INCLUDE A 15 PERCENT DISCOUNT FOR WATER NOT DISCHARGED TO THE SANITARY SEWER.

17.59
21.02

YOUR HYDRO-ELECTRIC COMMISSION

ACCOUNT NUMBER
000-0000-0000- -1

AMOUNT NOW DUE

\$ 134.63

AFTER

PLEASE PAY \$ 139.43

Come Viene Letto il Contatore

Se i contatori (idrico e di energia elettrica) sono installati al di fuori della casa, bisogna assicurarsi che la via sia libera cosicché il contatore possa essere letto. Se invece i contatori sono installati all'interno della casa, il lettore incaricato avrà necessità di entrare. Prima di ammettere chiunque a leggere il contatore, occorre assicurarsi della sua identificazione. Se non si desidera fare entrare in casa il lettore incaricato o se non si è in casa, verrà lasciata una cartolina perchè possa essere effettuata la lettura e spedita per posta all'ente. In alcune municipalità si può anche fornire l'informazione richiesta per telefono.

WHERE TO FIND OUT MORE

If you want more information on any municipal service or on how to participate in local government, call your municipality. The telephone number is in the blue pages at the back of the telephone directory. If you have a question about a particular service, call the department which provides that service. If you do not know whom to call, contact the municipal clerk. He or she will be able to answer your question, or tell you where to call.

Many municipalities publish a municipal directory giving information on the municipality and its services. In some of the larger municipalities, the directory is available in several languages. As if a directory is available in your municipality.



DOVE TROVARE PIÙ INFORMAZIONI

Se si ha bisogno di maggiori informazioni circa ciascun servizio municipale o di come partecipare alle commissioni locali, occorre informarsi presso la municipalità.

Il numero telefonico si trova nella pagine blue, sul retro dell'elenco telefonico. Se si ha una domanda circa un particolare servizio occorre chiamare l'ufficio che fornisce quel servizio. Se non si sa chi chiamare occorre contattare il segretario municipale.

Molte municipalità pubblicano una guida che fornisce informazioni sulla municipalità e sui servizi. In alcune delle più grandi municipalità, la guida è disponibile in diverse lingue. Si può chiedere al segretario municipale se la guida è disponibile nella municipalità ove si risiede.



GLOSSARY

Alderman:	See “councillor.”
Assessment Roll:	A record of the assessed value of each property in a municipality.
At Large Election:	An election system in which all elected candidates represent the entire municipality.
Board of Education:	See “school board.”
Building Permit:	Formal, written permission to begin construction of or renovations to a building.
By-Laws:	Laws passed by a municipality that are in effect only within the boundaries of the municipality.
Chairman of Regional Council:	The head of a regional municipal council usually chosen by the members of council.
City:	A municipality with a large population. A city located in a county does not pay for, or receive, services offered by the county.
Committee of Adjustment:	A committee of citizens appointed by the local council to deal with requests for minor exemptions or “variances” from municipal by-law standards.
Councillors:	Members of municipal council elected to represent the interests of the citizens. Councillors may be elected at large or by ward. Councillors are sometimes called aldermen.
County:	An upper level of municipal government used mainly in rural areas. Counties provide services which cannot be provided as efficiently by individual local municipalities. The lower level of municipal government includes townships, villages and towns within the county.
General Welfare Assistance:	An income support program providing financial assistance to people who are otherwise without support.
Hydro-Electric Commission:	A Public Utilities Commission that oversees only the provision of electrical services.

GLOSSARIO DEI TERMINI IN INGLESE

Alderman:	Vedere “Councillor”
Assessment: Roll (Registro di Valutazione)	Documentazione del valore imponibile di ogni proprietà in una municipalità.
At Large Election:	Sistema d’elezioni dove i candidati eletti rappresentano l’intera municipalità.
Building Permit: (Permesso di Costruzione)	Permesso formale scritto per iniziare la costruzione o il rinnovo di un edificio.
By-Laws: (Regolamenti Municipali)	Decreti a termini di legge emanati da una municipalità che hanno potere legale soltanto dentro i confini della municipalità.
Chairman of Regional Council: (Il Presidente del Consiglio Regionale)	Il presidente del consiglio municipale regionale normalmente scelto tra membri del consiglio.
City:	Una municipalità ad alta popolazione. Una città situata in una contea non paga per, nè riceve, servizi offerti dalla contea.
Committee of Adjustment: (Commissione Modifiche)	Un comitato di cittadini nominato dal consiglio locale per trattare le richieste di esenzione minori o variazioni dal piano regolatore.
Councillors: (Consiglieri)	Membri di un consiglio municipale eletto a rappresentare gli interessi dei cittadini. I consiglieri possono essere eletti “at large” o per circoscrizione elettorale (by wards). I consiglieri sono anche chiamati “aldermen”.
County:	Governo municipale ad alto livello usato di più per le aree rurali. Le contee offrono servizi che non possono essere forniti in un modo efficiente dalle singole municipalità locali. Il livello minore di governo municipale include “townships”, “villages” e “towns” nell’ambito di una contea.
General Welfare Assistance:	Un programma di assistenza che provvede aiuti finanziari a persone bisognose.
Hydro Electric Commission:	Una commissione che gestisce soltanto l’erogazione della energia elettrica.

Improvement District:	A municipality in Northern Ontario which is managed by provincially-appointed trustees. An improvement district is established in unsettled or sparsely settled areas where a new industry is located and municipal government is needed immediately. The improvement district is replaced by a township when the community becomes established.
Interim Tax Bill:	A bill requiring payment of taxes for the first part of the year based on the previous year's taxes.
Land Severance:	Dividing land into smaller sections by the property owner for the purpose of selling, leasing or mortgaging.
Land Use Planning:	Managing the development and use of land using such tools as official plans and zoning by-laws. Planning ensures that as a municipality grows, necessary services such as streets and schools are not over-burdened and essential elements of the natural environment are preserved.
Local Boards:	Appointed bodies that oversee various operations of a municipality. For example, library boards, local boards of health.
Mayor:	The head of council in a city or town, elected at large.
Mill Rate:	A rate set each year by the municipality. It is determined by the total amount of tax dollars the municipality must collect from its property owners to pay for the municipal services and education provided.
Municipality:	A city, borough, town, township, village, county, or region, with local self-government. It allows residents of a specific geographic area to provide services of common interest.
Municipal Council:	A group of people elected by a municipality's voters to make choices on their behalf about the provision of municipal services.
Ontario Building Code:	Standards for materials and design which all building construction and renovation must meet.
Polling List:	A list of eligible voters.
Polling Place:	The place where people vote. For example, schools, community centres, churches etc.
Property Assessment:	A value assigned to the property based on a percentage of the dollar value of the property. The value is determined by a provincial assessor and used to calculate property taxes.

Improvement District:	Una municipalità nel Nord Ontario che è amministrata da trustees (fiduciari) nominati dalla provincia. Un distretto in via di sviluppo si stabilisce in una località non popolata o scarsamente popolata e dove una nuova attività industriale si sviluppa, e un governo municipale è necessario immediatamente. Il distretto in via di sviluppo è rimpiazzato da una “township” non appena la comunità si stabilisce.
Interim Tax Bill: (Cartella Tassa Provvisoria)	Una cartella che richiede il pagamento di tasse per la prima parte dell’anno basata sulle tasse dell’anno precedente.
Land Severance: (Divisione del Terreno)	Divisione di Terreno in sezioni più piccole voluta dal proprietario per vendere, affittare o ipotecare.
Land Use Planning: (Pianificazione)	Disciplinare lo sviluppo e l’uso del terreno mediante un piano regolatore urbano ufficiale e decreti di normative di zona. La pianificazione garantisce che alla crescita della municipalità, i servizi necessari come strade e scuole saranno sufficienti e che gli elementi essenziali sull’ambiente saranno preservati.
Local Board: (Consiglio d’Amministrazione Locale)	Enti locali che amministrano varie mansioni della municipalità. Per esempio commissione per le biblioteche pubbliche, commissione di sanità locali.
Mayor: (Sindaco)	Il presidente del consiglio in una “city” o “town” eletto da tutti i residenti aventi diritto al voto.
Mill Rate:	Una tariffa stabilita ogni anno dalla municipalità che viene determinata dalla necessità finanziaria della municipalità stessa e che essa deve riscuotere da i proprietari d’immobili per pagare i servizi municipali.
Municipality: (Municipalità)	Una città, centro importante, territorio, villaggio, contea o regione con un governo locale. Permette ai residenti di una specifica area geografica di ottenere servizi d’interesse comune.
Municipal Council: (Consiglio Municipale)	Un gruppo di persone elette dagli elettori della municipalità per fare scelte su i servizi comunitari a livello municipale.
Ontario Building Code: (Codice Edile dell’Ontario)	Norme standard di qualità per i materiali e progettazione che debbono osservarsi per la costruzione o modifiche di edifici.
Polling List (Lista degli Elettori)	La lista degli elettori aventi diritto al voto.

Property Standards By-Law:	A by-law requiring buildings to be kept in a good state of repair and properties to be kept clear of debris for the health and safety of those who use them.
Property Tax:	A collection of money from each property owner in the municipality to pay for the portion of services the municipality provides that cannot be paid for through grants from the province or user fees.
Public Utilities Commission:	A commission elected to oversee the provision of electricity and in some cases, water. It also sets local rates. It is sometimes called a Hydro or Hydro-Electric Commission.
Reeve:	The head of council in a village or township elected at large. Some towns, villages and townships also have a deputy reeve.
Regional Municipality:	In ten areas of Ontario, county government has been replaced by regional government. Regional municipalities have authority over certain functions in all municipalities within their boundaries.
Returning Officer:	The person responsible for conducting a local election. The returning officer, usually the municipal clerk, ensures an election is conducted fairly.
School Board:	An elected body to oversee the provision of education in the area under the board's jurisdiction. The school board oversees the building and maintenance of schools, the hiring of teachers and other staff, authorizes educational programs and approves textbooks. School boards are also called "Boards of Education."
Town:	A mid-sized urban municipality with a population of between about 2,000 and 15,000.
Township:	A form of municipality designed for rural areas. A township usually has a population of 1,000.
Trustees:	Elected members of a school board or board of education.
Village:	The smallest type of urban municipality with a minimum population of approximately 500.
Warden:	The head of county council selected annually from among its members.
Wards:	Geographic areas into which a municipality is divided for the purpose of electing members of council and school trustees.
Zoning By-Law:	A by-law dividing the municipality into smaller areas called zones and setting out the ways in which the land within the zone can be used.

Polling Place (Sezioni Elettorali)	Il luogo dove gli elettori vanno a votare. Per esempio, scuole, centri comunitari, ecc.
Property Assessment (Valutazione dell'Imponibile Immobiliare)	Un valore assegnato alla proprietà basato su una percentuale del valore monetario dell'immobile. Il valore è determinato da un funzionario provinciale e esperto nel calcolo delle tasse immobiliari.
Property Standards – By-Law	Regolamenti municipali che impongono livelli di qualità per quanto riguarda la manutenzione di edifici, e la condizione sanitaria delle proprietà per assicurare la sicurezza e salute di chi li abita.
Property Tax (Tasse Immobiliari)	Denaro richiesto ai proprietari d'immobili della municipalità per pagare una parte dei servizi che la municipalità offre e che non possono essere pagati con i proventi della provincia o con le altre entrate municipali.
Public Utilities Commission (Commissione Servizi Pubblici)	Una commissione eletta per gestire l'erogazione della energia elettrica e in certi casi l'erogazione idrica. Questa stabilisce anche le tariffe locali, e certe volte chiamata anche "Hydro Electric Commission".
Reeve (Presidente)	Il presidente del consiglio in una amministrazione locale di tipo "village" o "township" eletto con il sistema "at large". Alcune amministrazioni hanno anche un vice-presidente.
Region Municipality (Regione Municipale)	In dieci località dell'Ontario, il governo di contea è stato rimpiazzato da un governo regionale. Le municipalità regionali hanno autorità su certe funzioni, in tutte le municipalità che fanno parte delle regioni.
Returning Officer (Ufficiale Scrutinatore)	La persona responsabile di condurre le elezioni locali. L'ufficiale scrutatore, normalmente, il segretario municipale, assicura che le elezioni vengono condotte giustamente.
School Board (Provveditorato agli Studi Scuole)	Un ente eletto per gestire i programmi scolastici nella località sotto la sua giurisdizione. Il provveditorato amministra anche gli edifici scolastici e la loro manutenzione, l'assunzione del corpo insegnante e dell'altro personale autorizza i programmi scolastici e approva ed autorizza i libri di testo.
Town	Un centro urbano di media estensione con una popolazione fra i 2,000 e 15,000 abitanti.
Township	Un tipo di amministrazione municipale designata per le zone rurali. Una "township" ha di solito una popolazione di 1,000 abitanti.
Village	La più piccola amministrazione municipale con un minimo di popolazione, all'incirca 500 abitanti.

Warden	Il presidente del consiglio di contea selezionato annualmente dagli stessi membri di questo consiglio.
Wards (Circoscrizione)	Aree geografiche in cui è divisa la municipalità per eleggere i membri del consiglio e i membri dei provveditorati agli studi.
Zoning By-Law (Regolamenti Municipali di Zona)	Regolamenti municipali che dividono la municipalità in aree più piccole chiamate zone e che predispongono il modo in cui il terreno della zona può essere utilizzato.

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*Welcome to
Local Government
in Ontario*

BIENVENIDO AL
GOBIERNO LOCAL
DE ONTARIO

in English and Spanish



Ontario

Ministry of
Municipal
Affairs

John Eakins, Minister

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WELCOME TO LOCAL GOVERNMENT IN ONTARIO

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Please note

The information in this book is up-to-date as of January, 1988. For more current information, please contact the appropriate agency.

Distribution

This publication is available free to Ontario newcomers, their teachers and counsellors. Immigrant aid agencies, schools and other non-profit organizations serving newcomers may obtain copies to distribute to adult newcomers by contacting:

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11th floor, 777 Bay Street
Toronto, Ontario M5G 2E5
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BIENVENIDOS AL GOBIERNO MUNICIPAL DE ONTARIO

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Sírvase Notar

La información contenida en este libro es actual hasta Enero de 1988. Para obtener información más reciente, por favor póngase en contacto con la agencia correspondiente.

Distribución

Esta publicación se proporciona gratuitamente a los recién llegados a Ontario, sus profesores y consejeros. Las agencias que ayudan a los inmigrantes, las escuelas y otros organismos no lucrativos que ofrecen servicios a los recién llegados pueden obtener copias para distribución a personas adultas recién llegadas, solicitándolas al:

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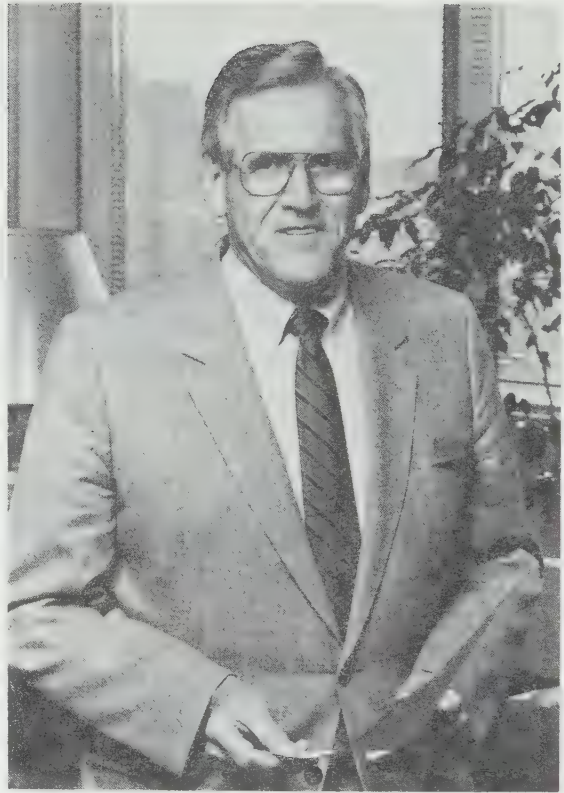
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MINISTER'S MESSAGE

Welcome to Ontario!

The Ministry of Municipal Affairs is pleased to provide this handbook to assist newcomers to learn about local government and the many services it provides.

People from many lands around the world have played an important role in making Ontario's municipalities enjoyable places to live and work. We look forward to the continued participation of newcomers in the life of their communities and the province.



I invite all new residents to participate in local government, and I wish you all the best as you begin your new life in Ontario.

John Eakins
Minister of Municipal Affairs

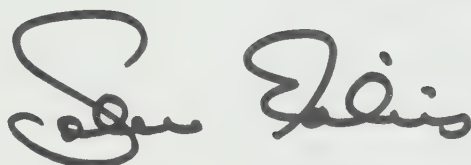
MENSAJE DEL MINISTRO

¡Bienvenidos a Ontario!

El Ministerio de Asuntos Municipales tiene sumo agrado en proporcionar este manual a los recién llegados para ayudarlos a familiarizarse con el gobierno municipal y los diversos servicios que ofrece.

Gracias al importante papel desempeñado por personas provenientes de distintas partes del mundo entero las municipalidades de Ontario han llegado a ser lugares agradables donde vivir y trabajar. Esperamos la continua participación de los recién llegados en la vida de sus comunidades y de la provincia.

Extiendo una invitación a todos los nuevos residentes a participar en el gobierno municipal, y les deseo lo mejor al comenzar su nueva vida en Ontario.

A handwritten signature in black ink, appearing to read 'John Eakins', written in a cursive style.

John Eakins
Ministro de Asuntos Municipales

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INTRODUCTION

Night and day, every day of the year, the services provided by local government are working for you.

From the minute you turn on the light in the morning until you turn it off again at night, and even while you sleep, local government plays an important part in your daily life.

Think about the water that provides you with a hot shower; the electricity for your radio; the buses that take adults to work and children to school; the school itself; the roads and sidewalks you use to go shopping; and the library, park or arena you visit on your way home. Police and fire protection, garbage collection, help for people in need, and many other community services are provided by local government.

Because local government touches all of us in so many ways, it is important that we understand how it works. This book gives a brief introduction to local government in Ontario. It tells you about the services local government provides, and how you can obtain them, and it discusses how you can take part in making the decisions that affect your community.



INTRODUCCION

Los servicios ofrecidos por el gobierno municipal están a su disposición noche y día, durante todo el año.

Desde el momento que enciende la luz en la mañana hasta que la apaga en la noche, y aún cuando usted duerme el gobierno municipal desempeña un papel importante en su vida diaria.



Por ejemplo, piense en el agua caliente para su ducha; la electricidad para su radio; los buses que llevan a los adultos a sus trabajos y a los niños a sus escuelas; la escuela misma; los caminos y aceras que usa para ir de compras; y la biblioteca, el parque o recinto deportivo que visita de regreso al hogar. La protección policial y contra incendios, recolección de basuras, la ayuda a los necesitados, y muchos otros servicios comunitarios son ofrecidos por el gobierno municipal.

Dado que el gobierno municipal nos afecta a todos de tan diversas maneras, es importante que comprendamos como funciona. Este libro proporciona una breve introducción al gobierno municipal de Ontario. Le dá a conocer los servicios que ofrece el gobierno municipal y como puede obtenerlos. Además le indica como puede tomar parte cuando se hacen las decisiones que afectan a su comunidad.

GOVERNMENT IN ONTARIO

There are three levels of government in Ontario:

- the Government of Canada (federal government);
- the Government of Ontario (provincial government); and
- local government (municipalities, school boards, public utilities commissions, and local boards and commissions).

Each level of government is responsible for certain services.

The Federal Government

The federal government is responsible for matters that affect all of Canada, for example:

- national defence
- citizenship
- foreign policy
- national economic policy
- currency

The Provincial Government

The Government of Ontario is responsible for matters which affect the province, for example:

- highways
- social services
- health care
- industrial growth
- protecting the environment



EL GOBIERNO EN ONTARIO

En Ontario existen tres niveles de gobierno:

- el Gobierno de Canadá (gobierno federal);
- el Gobierno de Ontario (gobierno provincial);
- el gobierno municipal (municipalidades, juntas de educación, comisiones de empresas de servicios públicos, y juntas y comisiones municipales).



Cada nivel de gobierno es responsable de ciertos servicios.

El Gobierno Federal

El gobierno federal tiene bajo su responsabilidad los asuntos que afectan a todo Canadá, por ejemplo:

- defensa nacional
- ciudadanía
- política extranjera
- política económica nacional
- moneda

El Gobierno Provincial

El Gobierno de Ontario tiene bajo su responsabilidad los asuntos que afectan la provincia, por ejemplo:

- carreteras
- servicios sociales
- cuidado de la salud
- crecimiento industrial
- protección del medio ambiente

Local Government

Local government is responsible for matters that affect the local area, for example:

- protecting homes and businesses from fire
- providing schools
- operating municipal libraries
- building parks and recreation facilities
- planning new neighbourhoods

Why is local government responsible for so many important services? Because local government is close to the people it serves. It knows the local community's needs and how to meet those needs.

Local government is composed of several parts:

- municipalities
- local boards and commissions
- school boards
- public utilities commissions

Each of these will be discussed in turn.

El Gobierno Municipal

El gobierno municipal tiene bajo su responsabilidad los asuntos que afectan el área local, por ejemplo:

- protección contra incendios para viviendas y establecimientos comerciales
- provisión de escuelas
- funcionamiento de las bibliotecas municipales
- construcciones de parques e instalaciones recreativas
- planificación de nuevas vecindades

¿Porqué el gobierno municipal es responsable de tantos servicios importantes? Esto se debe a que el gobierno municipal está cerca de la gente a la cual sirve. Está consciente de las necesidades de la comunidad local y sabe como satisfacerlas.

El gobierno municipal se compone de varias partes:

- las municipalidades
- las juntas y comisiones municipales
- las juntas de educación
- las comisiones de empresas de servicios públicos

Más adelante se describe cada una de ellas.

MUNICIPALITIES

There are 839 municipalities in Ontario. No two are exactly the same. Municipalities range in size from Metropolitan Toronto – with more than two million people – to Cockburn Island Township – which has only two permanent residents. Two-thirds of the people in Ontario live in the province’s 50 largest municipalities. The population of most municipalities is quite small. About 600 municipalities in the province have fewer than 5,000 people.

Local Municipalities

Depending on its size, a local municipality may be called a city (large municipalities), a town (medium) or a township or village (small). Whatever its name, your local municipality provides most of the municipal services you receive.

Counties and Regions

It may be more efficient to provide some services over an area larger than an individual local municipality. For this reason, most local municipalities in Southern Ontario are grouped into counties (mainly in rural areas) or regional municipalities (mainly in urban areas). Regional municipalities are often called “regions.” For example, the Cities of Brampton and Mississauga and the Town of Caledon are all part of the Regional Municipality of Peel. Similarly, the County of Oxford includes the City of Woodstock, the Towns of Ingersoll and Tillsonburg and the Townships of Blandford-Blenheim, East Zorra-Tavistock, Norwich, South West Oxford and Zorra.

Counties and regions work with local municipalities to provide a range of municipal services.

Metropolitan Toronto

Metropolitan Toronto, often called “Metro Toronto,” is Ontario’s largest municipality. Metro Toronto is similar to a regional municipality. If you live in the City of Toronto, the City of Scarborough, the City of North York, the City of Etobicoke, the City of York or the Borough of East York, you live in Metropolitan Toronto.

LAS MUNICIPALIDADES

En Ontario hay 839 municipalidades y todas son diferentes. No existe ninguna que sea exactamente igual a la otra. Varían en tamaño desde Toronto Metropolitano – con más de dos millones de habitantes – hasta la Comuna de Cockburn Island – con solamente dos residentes permanentes. Dos tercios de la población de Ontario vive en las 50 municipalidades más grandes de la provincia. La población de la mayoría de las municipalidades es bastante pequeña. Aproximadamente 600 municipalidades de la provincia tienen menos de 5,000 habitantes.

Las Municipalidades Locales

Según sea su tamaño, la municipalidad local puede ser llamada una ciudad cuando se trata de municipalidades grandes, un pueblo cuando son medianas o una comuna o aldea cuando son pequeñas. Cualquiera que sea el nombre que se le haya dado, su municipalidad local provee la mayoría de los servicios municipales que usted recibe.

Condados y Regiones

En ciertos casos algunos servicios pueden ser provistos de manera más eficaz en una área más grande que a través de una municipalidad local individual. Por esta razón, la mayoría de las municipalidades locales en la región sur de Ontario están agrupadas en condados (principalmente en las áreas rurales) o en municipalidades regionales (principalmente en las áreas urbanas). Las municipalidades regionales a menudo se denominan “regiones.” Por ejemplo, las Ciudades de Brampton y Mississauga y el Pueblo de Caledon forman parte de la Municipalidad Regional de Peel. Igualmente, el Condado de Oxford incluye la Ciudad de Woodstock, los Pueblos de Ingersoll y Tillsonburg y las Comunas de Blandford-Blenheim, East Zorra-Tavistock, Norwich, South West Oxford y Zorra.

Los condados y las municipalidades regionales trabajan junto con las municipalidades locales para proveer una variedad de servicios municipales.

Toronto Metropolitano

Toronto Metropolitano, a menudo llamada “Metro Toronto,” es la municipalidad más grande de Ontario. Metro Toronto es similar a una municipalidad regional. La Municipalidad de Toronto Metropolitano está formada por: la Ciudad de Scarborough, la Ciudad de North York, la Ciudad de Etobicoke, la Ciudad de York y la Municipalidad de East York. Si vive en cualquiera de estos lugares, ésto quiere decir que usted vive en Toronto Metropolitano.

Improvement Districts

In many areas of Northern Ontario there are not enough people to require municipal government. If an industry begins operating in such an area, arrangements must be made to provide services for the people who will be living there. To provide these services quickly, the province may establish an improvement district. An improvement district is a municipality that is managed by trustees appointed by the Ontario Government. Once the community becomes established, the improvement district will be replaced by a township with an elected municipal council.

Municipal Councils

A municipality is governed by the municipal council. Council's job is to make decisions about municipal services, and to use the money it collects from its taxpayers as wisely as possible. The members of council, called councillors or aldermen, are elected by the municipality's voters. Council members are paid by the municipality for their services. In smaller municipalities, members of council usually serve part-time and work at other jobs as well. In large cities the work of council is more complex, councillors are paid more, and many of them devote all their time to municipal concerns.

Councils must make decisions about a long list of municipal services, including:

- fire protection
- building and maintaining roads and sidewalks
- public transit, such as buses
- street lighting
- water and sewer services
- street cleaning and snow plowing
- planning new housing and business developments
- building and maintaining parks and arenas
- controlling animals
- collecting and disposing of garbage
- operating libraries, daycare centres for small children and homes for the aged

Distritos de Mejoramiento

En muchas áreas de la región norte de Ontario no hay suficientes habitantes como para requerir gobierno municipal. Si alguna industria comienza a desarrollar actividades de explotación en una de tales áreas, entonces se deben hacer los arreglos necesarios para proveer servicios para la gente que vivirá allí. A fin de proveer estos servicios en forma rápida la provincia puede establecer un distrito de mejoramiento. Un distrito de mejoramiento es una municipalidad dirigida por administradores nombrados por el Gobierno de Ontario. Una vez que se haya constituido la comunidad, el distrito de mejoramiento es reemplazado por un municipio con un concejo municipal electivo.

Concejos Municipales

Una municipalidad es regida por el concejo municipal. El trabajo del concejo es tomar decisiones sobre servicios municipales y utilizar el dinero que recauda de sus contribuyentes en forma tan prudente como sea posible. Los miembros del concejo, llamados concejales o regidores, son elegidos por los electores de la municipalidad. Los servicios de los concejales son pagados por la municipalidad. En las municipalidades más pequeñas, los concejales solamente prestan sus servicios en forma parcial y desempeñan además otros empleos. En las ciudades grandes, la labor del concejo es más compleja, por lo tanto los concejales reciben un salario mayor y muchos de ellos dedican todo su tiempo a sus actividades municipales.

Los concejales deben tomar decisiones respecto a una extensa lista de servicios municipales, tales como:

- protección contra incendios
- construcción y mantenimiento de caminos y aceras
- transporte público, tales como autobuses
- iluminación de las calles
- servicios de agua potable y alcantarillado
- limpieza de calles y limpieza de la nieve
- planificación de nuevas viviendas y complejos comerciales
- construcción y mantenimiento de parques y recintos deportivos
- control de animales
- recolección y disposición de basuras
- administración de bibliotecas, guarderías infantiles y hogares para ancianos

Because of the large number of services they provide, many municipalities divide their council into committees. Each committee studies certain services and makes recommendations to the entire council concerning them. For example, a public works committee might look after road construction and maintenance, storm sewers, street lighting, tree planting and removal, traffic problems and public transit.

Meetings of council or of council committees are held on a regular basis, normally once or twice a month. Council meetings are open to the public, and residents are encouraged to attend. To find out the dates and times of meetings in your municipality, telephone the municipality. The phone number is in the blue pages at the back of the telephone directory under “Municipalities.”

How Does Council Govern?

At council meetings the members discuss and act on matters of importance to the municipality. Usually matters come before council in three basic ways:

- members of council bring issues that concern them to council’s attention;
- the staff of the municipality identify problems and ask council to consider them;
- individuals, businesses or institutions can ask council to consider a matter that affects them.

All of these items are placed on the council meeting agenda (the list of items to be discussed at the council meeting). When council decides that it needs more information on an issue, it asks the municipal staff to conduct any necessary research and to prepare a report. The issue may also be studied by a council committee. When council has all the information it requires, it will discuss the matter and decide what to do.

If council decides that action is necessary it will probably pass a by-law. By-laws are laws that are in effect only within the boundaries of the municipality. While a municipality may pass by-laws on many matters, the provincial government places limits on the actions a municipality may take. A municipality may pass by-laws only on matters that the province has given it authority to do so.

Debido al gran número de servicios que ellas proveen, muchas municipalidades dividen sus concejos en comités. Cada comité estudia ciertos servicios y presenta sus recomendaciones ante todo el concejo. Por ejemplo, un comité sobre obras públicas puede ocuparse de la construcción y mantenimiento de caminos, alcantarillados pluviales, iluminación de las calles, siembra y arranque de árboles, problemas relacionados con el tráfico y el transporte público.

Las reuniones del concejo o de los comités del concejo se efectúan en forma regular, generalmente una o dos veces por mes. Las reuniones del concejo son abiertas al público y se alienta a los residentes para que asistan a ellas. Para informarse sobre las fechas y horas de las reuniones en su municipalidad, llame por teléfono a la municipalidad. El número de teléfono aparece en las páginas azules al final de la guía de teléfonos bajo Municipalidades ('Municipalities').

¿Cómo gobierna el Concejo Municipal?

En las reuniones del Concejo los miembros discuten y toman medidas sobre asuntos que son de importancia para la municipalidad. Generalmente los asuntos son presentados ante el concejo de tres maneras básicas:

- los concejales someten a la consideración del concejo problemas que les preocupan;
- el personal de la municipalidad identifica problemas y solicita al concejo que los someta a consideración;
- personas privadas, establecimientos comerciales o instituciones pueden solicitar al concejo que considere algún asunto que les afecte.

Todos estos asuntos son incluidos en el orden del día de la reunión del concejo (lista de asuntos a ser discutidos durante la reunión del concejo). Cuando el concejo decide que necesita mayor información sobre algún asunto, solicita al personal municipal que realice cualquier investigación que sea necesaria y que se prepare un informe. El asunto además puede ser estudiado por un comité del concejo. Una vez que el concejo ha logrado toda la información requerida, el asunto será sometido a discusión y se decidirá que hacer.

Si el concejo decide que es necesario tomar medidas en tal sentido, probablemente que aprobará un reglamento. Los reglamentos son leyes que son válidas solamente dentro de los límites de la municipalidad. Aún cuando una municipalidad puede aprobar reglamentos sobre muchos asuntos, el gobierno provincial es quien determina los límites de las decisiones que una municipalidad pueda tomar. Una municipalidad puede aprobar reglamentos solamente sobre aquellos asuntos para los cuales la provincia ha dado su autoridad correspondiente.

Bringing a Matter to Council's Attention

One of the advantages of local government is the ease with which you can participate in the decision-making process. As a resident, you have the right to express your opinion on local government issues. You may do this by calling your municipal councillors, or by writing to the council, in care of the municipal clerk. You may also ask to speak at a council or council committee meeting. Once again, you should make such a request through the municipal clerk's office.

LOCAL BOARDS AND COMMISSIONS

Many municipalities establish boards and commissions to advise council on various services such as libraries, housing and recreation facilities. Council appoints people from the community to serve on these boards. If you are interested in serving on a particular board, contact the municipal clerk. The clerk can tell you when council will next be making appointments to the board. You can also watch for advertisements in the local newspaper for volunteers to serve on a board or commission.

BOARDS OF EDUCATION

Boards of education, often called school boards, are an important part of local government. The Ontario Government, through the Ministry of Education, establishes the general policy for schools throughout the province. Locally, school boards elected by the residents decide how best to meet the needs of their students, within the guidelines set by the province. Board members, called "trustees," administer the building and maintenance of schools, hire the teachers and other staff needed to run them, authorize educational programs and approve the textbooks to be used.

If you have a concern about education in your area, call or write to your trustees or to your board of education, care of the board's director of education.

¿Cómo Someter un Asunto a la Consideración del Concejo?

Una de las ventajas del gobierno municipal es la facilidad con que usted puede participar en el proceso para tomar las decisiones. Como residente, usted tiene derecho a expresar su opinión sobre asuntos del gobierno municipal. Puede hacerlo llamando a sus concejales, o escribiendo al concejo, a la atención del secretario municipal. También puede pedir autorización para hablar durante una reunión del concejo o de un comité del concejo. Del mismo modo, usted debe hacer tal solicitud a través de la secretaría municipal.

JUNTAS Y COMISIONES MUNICIPALES

Muchas municipalidades establecen juntas y comisiones para asesorar al concejo sobre diversos servicios tales como bibliotecas, viviendas y medios de recreación. El concejo nombra a personas de la comunidad para que trabajen en estas juntas. Si usted está interesado en ser miembro de alguna de estas juntas, póngase en contacto con el secretario municipal. El secretario le puede informar sobre la próxima fecha en que el concejo hará nombramientos para trabajar en las juntas. También puede informarse a través del periódico de su localidad cuando se soliciten voluntarios para servir en una junta o comisión.

JUNTAS DE EDUCACION

Las juntas de educación, a menudo denominadas juntas escolares, son una parte importante del gobierno municipal. El Gobierno de Ontario, a través del Ministerio de Educación, establece la política general para las escuelas en toda la provincia. Localmente, las juntas de educación elegidas por los residentes deciden cómo satisfacer mejor las necesidades de sus estudiantes, dentro de las pautas establecidas por la provincia. Los miembros de las juntas, llamados “administradores escolares,” tienen bajo su dirección la edificación y mantenimiento de escuelas, contratan los profesores y demás personal necesario para su funcionamiento, autorizan los programas educativos y aprueban los textos que serán usados.

Si usted tiene alguna preocupación respecto a la educación en su área, llame por teléfono o escriba a sus administradores escolares o a su junta de educación, a la atención del director de educación de la junta.

PUBLIC UTILITIES COMMISSIONS

In many communities, a public utilities commission supplies electricity. The commission's responsibilities include:

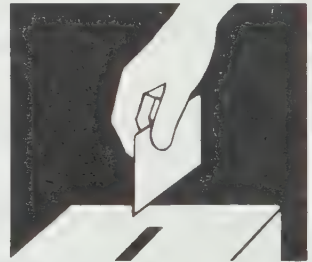
- setting the prices local residents and businesses pay for electricity;
- planning the provision of electricity to new commercial, industrial and residential developments;
- management of the electric utility.

The public utilities commission may also be responsible for other services such as water purification and distribution, and public transit. In places where it only supplies electric service, the commission may be known as the hydro-electric commission.

Public utilities commissions may be appointed by municipal councils or elected by the residents. Where there is no commission, electricity is provided by the municipality.

LOCAL GOVERNMENT ELECTIONS

Members of local municipal councils, school boards and some public utilities commissions are elected by the people they serve.



How Are Municipal Councillors Elected?

The way councillors are elected differs from municipality to municipality. There are two methods of electing municipal councillors:

- at large
- by ward

COMISIONES DE EMPRESAS DE SERVICIOS PUBLICOS

En muchas comunidades, la electricidad es suministrada por una comisión de empresas de servicios públicos. Las responsabilidades de la comisión son:

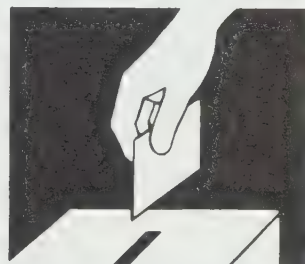
- fijación de los precios que los residentes y establecimientos comerciales locales pagan por electricidad;
- planificación del suministro de electricidad a nuevos complejos comerciales, industriales y residenciales;
- administración de la compañía de electricidad.

La comisión de empresas de servicios públicos además puede tener bajo su control otros servicios, tales como purificación y distribución del agua, y transporte público. En aquellos lugares en que solamente suministra servicio eléctrico, la comisión se denomina comisión hidroeléctrica.

Las comisiones de empresas de servicios públicos pueden ser nombradas por los concejales o elegidas por los residentes. En caso de no existir una comisión específica, la electricidad es suministrada por la municipalidad.

ELECCIONES DEL GOBIERNO MUNICIPAL

Los miembros de los concejos municipales locales, de las juntas de educación y de algunas comisiones de empresas de servicios públicos son elegidos por los residentes de la comunidad correspondiente.



¿Cómo se eligen los Concejales Municipales?

La forma como se eligen los concejales varía de una municipalidad a otra. Existen dos métodos para elegir los concejales municipales:

- elección general
- elección por distrito electoral

In a municipality where the councillors are elected at large, all councillors represent the entire municipality. In an election, the voters choose among all candidates who are running in the election. If eight councillors are to be elected to municipal council, for example, each voter may vote for eight candidates. When the votes are counted, the eight candidates with the highest number of votes win the election and become the new councillors.

Many larger municipalities are divided into geographic areas called wards. Depending on the municipality, each ward may have one, two or even three representatives on council. Voters in each ward can choose only among the candidates who are running for election in that ward. For example, if a municipality has eight council members and four wards, two councillors will be elected from each ward. Each voter chooses two candidates from among the candidates running in that ward. In each ward, the two candidates with the highest number of votes will serve on council.

What About Metro Toronto Council?

Metro Toronto councillors are elected directly to Metro Council by voters in each ward. Metro Council also includes the mayors of the six local municipalities which form Metro Toronto. One of the members of council is chosen by the council itself to be Metro chairman.

How Is The Head of Council Elected?

The head of a local council is always elected at large by all of the voters in the municipality. In a city or town, the head of council is called a mayor. In a village or township, the head of council is called a reeve. A deputy reeve is also elected in some municipalities.

What about County Councils?

Members of county council are not elected directly by the voters. Instead, reeves and some deputy reeves from the local councils also sit on county councils.

The head of county council is called a warden. The council itself selects the warden each year from among its members.

En una municipalidad donde los concejales son elegidos por elección general, todos ellos representan a toda la municipalidad. Durante la elección, los electores seleccionan su preferencia de entre todos los candidatos que están postulando. Por ejemplo, si se van a elegir ocho concejales para el concejo municipal, cada elector puede votar por ocho candidatos. Durante el escrutinio, los ocho candidatos que tengan el número más alto de votos ganan la elección y pasan a ser los nuevos concejales.

Algunas municipalidades más grandes están divididas en áreas geográficas denominadas distritos electorales. Según sea el caso, cada distrito electoral puede tener uno, dos o aún tres representantes en el concejo. Los electores de cada distrito electoral pueden solamente escoger entre los candidatos que se presenten para ese distrito. Por ejemplo, si una municipalidad tiene ocho concejales y cuatro distritos electorales, se elegirán dos concejales por cada distrito. Cada elector elige dos de los candidatos que se están presentando en ese distrito. Los dos candidatos que consigan el mayor número de votos en cada distrito electoral pasarán a ser miembros del concejo.

¿Cómo se elige el Concejo de Toronto Metropolitano?

Los concejales de Toronto Metropolitano son elegidos mediante elección directa al Concejo de Toronto Metropolitano por los electores de cada distrito electoral. El Concejo de Toronto Metropolitano incluye además los alcaldes de las seis municipalidades locales que constituyen Toronto Metropolitano. El concejo mismo elige a uno de los concejales para que se desempeñe como presidente del Concejo de Toronto Metropolitano.

¿Cómo se elige el Jefe del Concejo Municipal local?

El jefe de un concejo local siempre es elegido mediante elección general por todos los electores de la municipalidad. En una ciudad o pueblo, el jefe del concejo es el alcalde. En una aldea o comuna, el jefe del concejo se denomina alcalde pedáneo. En algunas municipalidades también se elige un alcalde pedáneo delegado.

¿Cómo se eligen los Concejales de Condados?

Los miembros del concejo del condado no son elegidos directamente por los electores. En lugar de ello, los alcaldes pedáneos y algunos alcaldes pedáneos delegados de los concejos locales son además miembros de los concejos de condados.

El jefe de un concejo de condado se llama el gobernador. Todos los años el concejo mismo es quien elige al gobernador de entre sus miembros.

What about Regional Councils?

Regional council members are selected in various ways. Some are elected by the voters to sit on regional council. Some are elected to sit on both the regional council and the local municipal council. In some municipalities, members of local municipal councils are appointed by their councils to serve at the regional level. The mayor or reeve of a local municipality is always a member of the regional council.

The head of a regional council is called a chairman. The chairman is chosen by the members of council. An exception is the Region of Hamilton-Wentworth, where the chairman is elected by the voters at large.

How Are School Boards Elected?

In Ontario, there are two publicly supported school systems, a “public” school system, and a Roman Catholic “separate” school system. Each system has its own local boards in most areas.

School trustees for both public and separate school boards are elected at the same time as municipal councillors. If you are Roman Catholic, you may vote for public school trustees or separate school trustees, but not both. To vote for separate school trustees, you must assign the school support part of your property taxes to the separate school board. Unless you request that your taxes are paid to the separate school board, they will automatically go to the public school board.

In many areas of the province, education is available in both of Canada’s official languages – English and French. School boards in these areas have English and French language sections to administer the two language programs. If your school board has English and French language sections, you may vote for either English or French language trustees. You cannot vote for both.

¿Cómo se eligen los Concejos Regionales?

Los miembros del concejo regional son elegidos de diversas maneras. Algunos son elegidos por los electores para que actúen como miembros del concejo regional. Otros son elegidos para que sean miembros tanto del concejo regional como del concejo municipal local. En algunas municipalidades, los miembros de los concejos municipales locales son nombrados por sus concejos para que desempeñen el cargo a nivel regional. El alcalde o alcalde pedáneo de una municipalidad local es a su vez miembro del concejo regional.

El jefe de un concejo regional se denomina el presidente. El presidente es elegido por los miembros del concejo. Una excepción a esto es la Región de Hamilton-Wentworth, donde el presidente es elegido por los electores mediante votación general.

¿Cómo se eligen las Juntas de Educación?

En Ontario existen dos sistemas educacionales financiados por el público, un sistema educacional “público” y un sistema educacional “Católico Romano.” En la mayoría de las áreas cada sistema tiene sus juntas de educación propias.

Los administradores escolares, tanto para la junta de educación pública como para la católico romana, son elegidos al mismo tiempo que los concejales municipales. Si usted es católico romano usted puede votar ya sea por los administradores escolares públicos o por los católicos, pero no por ambos. Para votar por administradores de escuelas católicas, usted debe asignar la porción de sus impuestos sobre bienes raíces correspondiente a financiamiento escolar a la junta de educación de las escuelas católicas. A menos que usted indique que sus impuestos sean pagados a las escuelas católicas, ellos automáticamente son asignados a la junta de educación de las escuelas públicas.

En muchas áreas de la provincia, la educación se ofrece en los dos idiomas oficiales de Canadá – inglés y francés. Las juntas de educación en tales áreas tienen departamentos de inglés y francés para administrar los dos programas de idiomas. Si su junta de educación tiene departamentos de idioma inglés y francés, usted puede votar por los administradores escolares de idioma inglés o los de francés. No puede votar por ambos.

How Are Public Utilities Commissions Elected?

Where the public utilities commission is elected, it consists of:

- the head of the local municipal council; and
- two or four elected commissioners.

Commission members are elected at the same time as municipal councillors and school board trustees.

When Are Local Elections Held?

Local elections in Ontario are held every three years on the second Monday in November. For example, 1988, 1991 and 1994 are municipal election years.

Who Can Vote in the Elections?

Anyone can vote in a municipal election who, on the day of the election, is:

- 18 years of age or older;
- a Canadian citizen; and
- either a resident of the municipality or a property owner or tenant in the municipality during a specified period just before the election.

To be able to vote, your name must be on the list of eligible voters, called a polling list.

If you are on the polling list, you should receive a card in the mail telling you that you are eligible to vote. If you think you are eligible to vote, but have not received a card by mid-September in an election year, call your municipal clerk. The clerk will tell you what to do in order to be able to vote.

Who Can Be a Candidate?

Any person who is eligible to vote may be a candidate for a position on a municipal council or public utilities commission. To be a candidate for a school board, you must meet certain qualifications which apply only to boards of education. For more detailed information, contact the director of education for your board.

¿Cómo se eligen las Comisiones de Empresas de Servicios Públicos?

En caso de que se elija una Comisión de Empresas de Servicios Públicos, ésta estará compuesta por:

- el jefe del concejo municipal local; y
- dos o cuatro comisarios electivos.

Los miembros de la comisión son elegidos al mismo tiempo que los concejales municipales y los administradores escolares de la junta de educación.

¿Cuándo se efectúan las elecciones municipales?

En Ontario las elecciones municipales se efectúan cada tres años, el segundo lunes de Noviembre. Por ejemplo, 1988, 1991 y 1994 son años de elecciones municipales.

¿Quién puede votar en las elecciones?

En las elecciones puede votar cualquier persona que el día de la elección:

- tenga 18 o más años de edad;
- sea ciudadano canadiense; y
- resida en la municipalidad o posea o arriende una propiedad en la municipalidad durante un período especificado inmediato anterior a la elección.

A fin de poder votar, su nombre debe aparecer en la lista de electores, llamada censo electoral.

Si está inscrito en la lista de electores, usted recibirá una tarjeta por correo informándole que puede votar. Si usted sabe que puede votar, pero no ha recibido una tarjeta a mediados de Septiembre del año de la elección, llame al secretario municipal. El secretario le indicará que debe hacer para poder votar.

¿Quién puede presentarse como candidato?

Cualquier persona que tenga derecho a voto puede presentarse como candidato para desempeñar un cargo en un concejo municipal o en una comisión de empresas de servicios públicos. Para presentarse como candidato a una junta de educación, primero debe cumplir ciertos requisitos adicionales exigidos solamente por las juntas de educación. Para mayores detalles, póngase en contacto con el director de educación de su junta.

Each candidate must file a nomination paper with the municipal clerk at least twenty-one days before polling day. The nomination paper must be signed by at least ten other qualified voters.

When people speak about candidates in federal or provincial elections, they usually refer to the political party that each candidate represents. In municipal elections, although people may know which political party a candidate supports, the candidates are not elected to represent a political party.

Where to Vote

The place where people vote is called a poll, or polling place. Each poll has one or more voting compartments, so that voters can mark their votes in secrecy.

Typical locations for polling places are schools, community centres, churches and apartment buildings. Wherever possible, polling places are made accessible to persons with physical handicaps.

If you are eligible to vote, you should receive a card telling you where your polling place is. If you do not receive a card, or if you have any questions about where to vote, call the municipal clerk.

Who Runs the Election?

A local election is the responsibility of the municipal clerk, who serves as the returning officer. The returning officer hires, trains and pays the poll officials and makes sure that the election is conducted fairly.

Each polling place is looked after by a deputy returning officer and a poll clerk. They supervise the vote. If you have any questions, they will be able to help you.

When Are the Election Results Known?

The returning officer must announce the results of all local elections three days after the election at the latest.

However, results are usually known on election night and are reported on television and radio. By the next day more detailed reports appear in newspapers.

Todos los candidatos deben presentar una solicitud de postulación ante el secretario municipal por lo menos veintún días antes del día de elecciones. Tal solicitud de postulación debe estar firmada por lo menos por otras diez personas que tengan derecho de voto.

Cuando la gente expresa sus opiniones sobre los candidatos en las elecciones federales o provinciales, generalmente se refieren al partido político que cada candidato representa. En las elecciones municipales, aún cuando la gente puede saber a cual partido político ofrece su apoyo el candidato, los candidatos no son elegidos para representar un partido político.

¿Dónde se puede votar?

El lugar donde se vota se llama el centro o colegio electoral. Cada centro tiene una o más cabinas electorales, de modo que los electores pueden marcar sus votos en secreto.

Generalmente los centros electorales se establecen en las escuelas, centros comunitarios, iglesias o edificios de apartamentos. A menudo, siempre que sea posible, los centros cuentan con acceso para personas con impedimentos físicos.

Si usted tiene derecho de votar, recibirá una tarjeta indicándole donde está el centro electoral que le corresponde. Si no recibe una tarjeta, o si desea información sobre el lugar de la votación, llame al secretario municipal.

¿Quién dirige la elección?

Las elecciones municipales están bajo la responsabilidad del secretario municipal que actúa como escrutador. El escrutador contrata, instruye y paga a los funcionarios electorales y se responsabiliza de que la elección sea conducida de manera imparcial.

Cada centro electoral es atendido por un escrutador delegado y un funcionario electoral. Ellos supervisan la votación. Si tiene alguna pregunta, ellos podrán ayudarle.

¿Cuándo se saben los resultados de la elección?

El escrutador debe anunciar los resultados de todas las elecciones municipales a más tardar tres días después de la elección. Sin embargo, generalmente los resultados se dan a conocer en televisión y radio por la noche el mismo día de la elección. Al día siguiente aparecen informes más detallados en los periódicos.

LOCAL GOVERNMENT FUNDING



Local governments in Ontario spend about \$18 billion each year. Half of this amount is for education.

About one-third of the \$18 billion comes from property taxes. Less than one-third comes from transit fares, rentals at the municipal arena, charges for parking and other “user fees.” The balance comes from grants and subsidies from the Ontario Government and the Federal Government.

The people and businesses that use electricity pay for what they use. Your tax dollars are not used to support electric services.

Property Taxes

Your local government must collect property taxes from each property owner. Municipal and school board taxes are collected by the local municipality on the same tax bill. Tenants pay a portion of their landlord’s taxes through their rent.

How does the municipality know how much tax each property owner should pay? There are three steps in setting the amount.

1) Assessing the Property

Assessing the value of property is the responsibility of the provincial government. Each property is examined by an “assessor,” a person skilled at determining the value of property. The assessor assigns a value to the property based on the amount the property would be worth if it was sold. The assessed value, called the property assessment, is not the actual dollar value of the property, but only a percentage of it.

If you wish to know the assessed value of any property, visit the municipal clerk’s office and ask to see the assessment roll. The assessed value of each property in your municipality is listed on the roll. If the assessed value of your property changes, you will receive a Notice of Assessment, telling you what the new assessment is. A sample of a Notice of Assessment is on the following page.

FINANCIAMIENTO DEL GOBIERNO MUNICIPAL



Los gobiernos municipales de Ontario gastan aproximadamente \$18 billones al año. La mitad de esta cantidad es para educación.

Cerca de un tercio de los \$18 billones proviene de impuestos sobre bienes raíces. Menos de otro tercio proviene de los pasajes del transporte colectivo, arriendos en el estadio municipal, pagos de estacionamiento y otros pagos efectuados por los usuarios. El resto proviene de subvenciones y subsidios otorgados por el Gobierno de Ontario y el Gobierno Federal.

Las personas y los establecimientos comerciales que utilizan electricidad pagan de acuerdo al consumo. Sus impuestos no se usan para financiar los servicios de electricidad.

Impuestos sobre bienes raíces

Su gobierno municipal debe recaudar impuestos sobre bienes raíces de todos los propietarios. Los impuestos para las juntas de educación y municipales son cobrados por la municipalidad local en la misma factura de impuestos. Los arrendatarios pagan una porción de los impuestos de los propietarios la cual está incluida en el pago del alquiler.

¿Cómo calcula la municipalidad la cantidad de impuestos que cada propietario debe pagar? Para determinar la cantidad se siguen tres pasos:

1) Tasación de los bienes raíces

El gobierno provincial es quien realiza la evaluación del valor de la propiedad. Cada propiedad es examinada por un “tasador” quien es un perito en determinar el valor de las propiedades. El tasador asigna un valor a la propiedad basándose en el precio que se pagaría por la propiedad si fuese vendida. El valor de tasación para fines de pago de impuestos, llamado tasación de la propiedad, no corresponde exactamente al valor efectivo de la propiedad, sino que solamente representa un porcentaje de tal valor.

Si desea saber el valor que tiene una propiedad para fines de pagos de impuestos, visite la secretaría municipal y solicite ver el rol de avalúo. En tal registro aparece el valor imponible de todas las propiedades situadas en su municipalidad. Si cambia el valor imponible de su propiedad, usted recibirá un Aviso de Tasación indicándole cual es su nuevo avalúo. En la página siguiente se incluye una muestra de un Aviso de Tasación.

**Notice of Property Valuation
(Notice of Assessment)**

① Effective From	Property Identifier (Roll Number)	Neighbourhood
	24 01 020 260 069 25 0000	205
Municipality		
C4 Your Municipality		

This Notice of Property Valuation shows the **Assessed Value of the property** which you own or occupy. This assessment is the value on which property taxes (municipal and education) will be levied based on mill rates calculated by your municipality. Mill rates are established to raise the funds to meet municipal, county or region and school board needs.

The relationship between assessment and tax is: **Assessed Value X Mill Rate = Taxes.**

Additional information about the numbered items can be found on the reverse side.

Name and Address of Person(s) Assessed

OWNER

Your Name

Your Address

② School Support Designation

PUBLIC

Location and
Description of
Property

PLAN M253 LOT 8

Frontage

Depth

Area

61.48

115.42

③ For the purpose of Assessment, this property is classed as	④ Estimated Market Value in 1984	⑤ Property Class %	Assessed Value	⑥ Type of Mill Rate to be used for Taxation	⑦ Business Assessment
RESIDENTIAL	181,000	7.200%	13,032	RESIDENTIAL	NOT APPLICABLE

ALL PROPERTIES IN YOUR MUNICIPALITY HAVE BEEN REASSESSED THIS YEAR.

SAMPLE

If you require any assistance, please contact the
Regional Assessment Office at

Your Regional Office

You may meet with an assessor to discuss any of the information shown on this
Notice at the Open House Session(s) listed below.

An amended Notice will be issued if a cor-
rection should be made to any information
shown on this Notice before

Notice of Complaint under section 39 of the Assessment Act (Appeal) If you
believe you have been improperly assessed, you or your agent may lodge a complaint
by completing the reverse side and forwarding to

Important:

If your previous assessment is under appeal at the time you receive this Notice, or if
this Notice does not reflect the most recent decision of the Board, it is necessary that
you again lodge a complaint with the Assessment Review Board against this
assessment.

Regional Registrar, Assessment Review Board

SUITE 300
390 DAVIS DR
NEWMARKET ONT L3Y 2N9

Mail Complaint by

Property Identifier (Roll Number)

24 01 020 260 069 25 0000

Neighbourhood

205

2091A (8809)

Notice of Property Valuation
(Notice of Assessment)

① Effective From	Property Identifier (Roll Number)	Neighbourhood
	24 01 020 260 069 25 0000	205
Municipality		
C4 Your Municipality		

This Notice of Property Valuation shows the **Assessed Value of the property** which you own or occupy. This assessment is the value on which property taxes (municipal and education) will be levied based on mill rates calculated by your municipality. Mill rates are established to raise the funds to meet municipal, county or region and school board needs.

The relationship between assessment and tax is: **Assessed Value X Mill Rate = Taxes.**

Additional information about the numbered items can be found on the reverse side.

Name and Address of Person(s) Assessed

OWNER

Your Name
Your Address

② School Support Designation

PUBLIC

Location and Description of Property
PLAN M253 LOT 8

Frontage	Depth	Area
61.48	115.42	

③ For the purpose of Assessment, this property is classed as	④ Estimated Market Value in 1984	⑤ Property Class %	Assessed Value	⑥ Type of Mill Rate to be used for Taxation	⑦ Business Assessment
RESIDENTIAL	181,000	7.200%	13,032	RESIDENTIAL	NOT APPLICABLE

ALL PROPERTIES IN YOUR MUNICIPALITY HAVE BEEN REASSESSED THIS YEAR.

MUESTRA

If you require any assistance, please contact the Regional Assessment Office at	You may meet with an assessor to discuss any of the information shown on this Notice at the Open House Session(s) listed below.	An amended Notice will be issued if a correction should be made to any information shown on this Notice before
Your Regional Office		

Notice of Complaint under section 39 of the Assessment Act (Appeal) If you believe you have been improperly assessed, you or your agent may lodge a complaint by completing the reverse side and forwarding to

Important: If your previous assessment is under appeal at the time you receive this Notice, or if this Notice does not reflect the most recent decision of the Board, it is necessary that you again lodge a complaint with the Assessment Review Board against this assessment.

Regional Registrar, Assessment Review Board	Mail Complaint by
SUITE 300 390 DAVIS DR NEWMARKET ONT L3Y 2N9	
Property Identifier (Roll Number)	Neighbourhood
24 01 020 260 069 25 0000	205

2091A (8609)

If you feel your property has been unfairly assessed, you can do a number of things. First, talk with a provincial assessor at the regional assessment office. The address and telephone number of your regional office is listed on the Notice of Assessment form. You may call your regional office at any time for assistance or for an explanation of your assessment.

Open houses are held shortly after notices of changes in assessment are sent out. Open houses are informal get-togethers usually held at local schools or halls to allow owners who have questions about their assessment to discuss them with the assessors. If you cannot attend an open house, you can make an appointment to meet the assessor elsewhere.

If, after talking to an assessor, you are not satisfied, you may appeal your assessment to the Assessment Review Board. The board may lower your assessment if it feels that a decrease is justified. Your property assessor will help you in making the appeal and will explain the appeal procedures to you.

2) Setting the Mill Rate

The property tax you pay is based on your property assessment and the mill rate.

The mill rate is set by the municipality each year:

- First, council calculates how much it will cost to provide the needed municipal services.
- Next, council estimates the amount of revenue that the provincial government will supply through grants. To that total it adds the amount it expects to raise through user fees. This amount is subtracted from the total cost of services as calculated above.
- Council establishes a mill rate that will allow the remaining amount to be collected from the property owners.

The mill rate is a number based on each \$1,000 of property assessment. For example, a mill rate of 60 means that your local government is going to charge \$60 in taxes on each \$1,000 of assessment.

Si considera que su propiedad no ha sido avaluada en su valor justo, usted puede proceder de varias maneras. Primero, converse con un tasador provincial de la oficina de avalúo regional. La dirección y el número de teléfono de su oficina regional aparecen en el Aviso de Tasación. Usted puede llamar en cualquier momento a su oficina regional para solicitar ayuda o una explicación sobre su avalúo.

Poco tiempo después de que se han enviado los cambios en las tasaciones, se efectúan reuniones informales generalmente en las escuelas o salas de conferencias de la comunidad a las cuales pueden asistir los propietarios que deseen hacer preguntas sobre su avalúo para discutir las con los tasadores. Si no puede asistir a una de estas reuniones, usted puede hacer una cita para hablar con el tasador en otro lugar.

Si después de haber conversado con el tasador todavía no queda satisfecho, usted puede apelar su tasación ante la Junta Examinadora de Tasaciones. La Junta puede reducir su tasación si considera que la reducción es justificada. El tasador de su propiedad le ayudará a presentar la apelación y le explicará como debe proceder.

2) Determinación de la Tasa por Mil

El impuesto sobre bienes raíces que usted paga se basa en el avalúo de su propiedad y en la tasa por mil.

La tasa por mil es establecida cada año por la municipalidad de la siguiente manera:

- Primero, el concejo calcula cuánto costará proveer los servicios municipales necesarios.
- Luego, el concejo estima la cantidad de ingresos que el gobierno provincial contribuirá a través de subsidios. Agrega a ese total la cantidad que espera recolectar mediante los pagos hechos por los usuarios. Esta cantidad se resta al costo total de los servicios calculado anteriormente.
- El concejo luego establece una tasa por mil que permita recolectar mediante los pagos impositivos de los propietarios la cantidad que aún falte.

La tasa por mil es la cantidad que se debe pagar por cada \$1,000 del valor de tasación de la propiedad. Por ejemplo, una tasa por mil de 60 significa que su gobierno municipal le cobrará \$60 de impuesto por cada \$1,000 del valor de tasación.

3) Calculating Your Taxes

Once the assessment and the mill rate are set, the municipality calculates each property owner's taxes by:

- dividing the assessed value of the property by 1,000, and
- multiplying the result by the mill rate.

For example, if the assessed value of your property is \$6,000 and the mill rate is 60, your municipal taxes would be \$360.

Paying Your Property Taxes

If you own property, a property tax bill showing the amount of property taxes you must pay and when payment is due, will be sent to you.

“Interim” Tax Bill

Local government tax rates are often not finalized until several months into each new year. Yet municipalities and schools still have to spend money during these months. Therefore for the first part of the year, most municipalities send out “interim” tax bills. These are based on the previous year's taxes. Once the tax rates are finalized, any necessary adjustments to your taxes will be made on the bill for the remainder of the year.

Instalments

Municipalities often arrange for taxes to be paid in instalments. This gives the municipality a continuing flow of money to pay its bills, and it allows you to make a series of smaller payments rather than paying the entire amount at once.

The person whose name appears on the tax bill is responsible for paying the property taxes. In most municipalities, taxes may be paid at the municipal office or at any chartered bank or trust company listed on the tax bill. If you want to know more about your taxes, contact your municipal treasurer. Samples of an Interim Tax Bill and a Regular Realty Tax Bill are on the following page.

3) Cálculo de sus Impuestos

Una vez que se ha establecido el valor de tasación y la tasa por mil, la municipalidad calcula los impuestos que deben ser pagados por cada propietario, como sigue:

- se divide el valor de tasación de la propiedad por 1,000, y
- se multiplica el resultado por la tasa por mil.

Por ejemplo, si el valor de tasación de su propiedad es \$6,000 y la tasa por mil es 60, sus impuestos municipales serían \$360.

Pago de sus Impuestos sobre Bienes Raíces

Si usted es propietario de un bien raíz, se le enviará una factura de impuestos indicando la cantidad de impuestos sobre su propiedad que debe pagar y la fecha en que debe hacerlo.

Factura de Impuestos “Provisoria”

A menudo las tasas tributarias del gobierno municipal no quedan finalizadas hasta bien entrado el nuevo año. Sin embargo, las municipalidades y escuelas deben efectuar desembolsos durante estos meses. Por lo tanto, la mayoría de las municipalidades envían facturas de impuestos “provisorias” para la primera parte del año. Estas se basan en los impuestos correspondientes a años anteriores. Una vez que las tasas tributarias son finalizadas, cualquier ajuste de sus impuestos que pueda ser necesario se incluirá en la factura que cubre el resto del año.

Pagos Parciales

Las municipalidades a menudo aceptan pagos parciales de los impuestos. Esto proporciona a la municipalidad un flujo continuo de dinero para pagar sus cuentas, y le dá a usted la oportunidad de hacer una serie de pagos más pequeños en vez de tener que pagar toda la cantidad de una sola vez.

La persona cuyo nombre aparece en la factura de impuestos es responsable de pagar los impuestos sobre bienes raíces. En la mayoría de las municipalidades, los impuestos deben pagarse en la oficina municipal o en cualquier banco registrado o compañía fiduciaria que aparezca en su factura de impuestos. Si desea mayor información sobre sus impuestos, póngase en contacto con el tesorero municipal. En la página siguiente se incluyen muestras de una Factura Provisoria de Impuestos y de una Factura Regular de Impuestos Sobre Bienes Raíces.

Your Municipality

198-

INTERIM REALTY TAX BILL

ASSESSMENT (IN DOLLARS)

TAXES (\$)

TOTAL 6975

INTERIM TAX 935.00

ROLL NUMBER

AGENCY CODE

12-3-470-00400

1234700040000003

OWNER,
TENANT
or
LESSEE

Your Name
Your Address

DUE DATE(S) INSTALMENT(S) AMOUNT(S)

FEB.	313.00
MAR.	311.00
APR.	311.00

SEE REVERSE
FOR RECEIPTING

LOCATION/DESCRIPTION OF PROPERTY

PLAN M1808 LOT 2139
43.00FR 107.58D

Your Municipality

198-

REGULAR REALTY TAX BILL

ASSESSMENT (IN DOLLARS)

TAXES (\$)

RES. SEP 6975

EDUCATION	1,055.04
METRO	487.14
CITY	458.67

ROLL NUMBER

AGENCY CODE

12-3-470-00400

TOTAL	2,000.85
LESS INTERIM	935.00
NET AMOUNT	1,065.85

1234700040000003

OWNER,
TENANT
or
LESSEE

Your Name
Your Address

DUE DATE(S) INSTALMENT(S) AMOUNT(S)

JUN.	267.85
JUL.	266.00
AUG.	266.00
SEP.	266.00

SEE REVERSE
FOR RECEIPTING

LOCATION/DESCRIPTION OF PROPERTY

PLAN M1808 LOT 2139
43.00FR 107.58D

Your Municipality

198-

INTERIM REALTY TAX BILL

ASSESSMENT (IN DOLLARS)		TAXES (\$)	
TOTAL	6975	INTERIM TAX	935.00
ROLL NUMBER	12-3-470-00400	AGENCY CODE	

1234700040000003

OWNER,
TENANT
or
LESSEE

Your Name
Your Address

DUE DATE(S) INSTALMENT(S) AMOUNT(S)

FEB.	313.00
MAR.	311.00
APR.	311.00

SEE REVERSE
FOR RECEIPTING

LOCATION/DESCRIPTION OF PROPERTY

PLAN M1808 LOT 2139
43.00FR 107.58D

Your Municipality

198-

REGULAR REALTY TAX BILL

ASSESSMENT (IN DOLLARS)		TAXES (\$)	
RES. SEP	6975	EDUCATION	1,055.04
		METRO	487.14
		CITY	458.67
ROLL NUMBER	12-3-470-00400	TOTAL	2,000.85
AGENCY CODE		LESS INTERIM	935.00
		NET AMOUNT	1,065.85

1234700040000003

OWNER,
TENANT
or
LESSEE

Your Name
Your Address

DUE DATE(S) INSTALMENT(S) AMOUNT(S)

JUN.	267.85
JUL.	266.00
AUG.	266.00
SEP.	266.00

SEE REVERSE
FOR RECEIPTING

LOCATION/DESCRIPTION OF PROPERTY

PLAN M1808 LOT 2139
43.00FR 107.58D

What Happens if Taxes Are Not Paid?

Taxes should be paid on or before the due date indicated on the tax bill. Municipalities charge interest on taxes that are not paid on time. If taxes remain unpaid at the end of the year, the municipality may require that a penalty be paid in addition to the taxes and any interest owing.

If taxes remain unpaid for three years, the municipality may sell the property for non-payment of property taxes. Land which has not yet been built on may be sold for non-payment after two years.

Tax Grants for Senior Citizens

Ontario residents who are over sixty-five years of age are entitled to receive a Property Tax Grant from the Ontario government. The Property Tax Grant provides up to \$600 per household to offset municipal and school taxes paid by homeowners. Tenants who are senior citizens qualify for \$600 or 20% of the rent on a principal residence whichever is lower.

Most people who receive Old Age Security (OAS) and other seniors who previously received a Property Tax Grant will automatically receive application forms in late August. Other seniors should contact the Ontario Ministry of Revenue, Taxpayer Services Branch:

- in Metro Toronto dial 965-8470
- in Oshawa dial 433-5155
- in area code 807, dial 1-800-263-3792
- in area code 416, dial 1-800-263-7700
- in area code 519, 613 and 705, dial 1-800-263-3960

Qué sucede si no se pagan los impuestos?

Los impuestos deben pagarse en o antes de la fecha de vencimiento indicada en la factura de impuestos. La municipalidad cobra interés por los impuestos que no son pagados oportunamente. Si al fin de año los impuestos no han sido pagados, la municipalidad puede imponer una multa a los impuestos e intereses adeudados.

Si los impuestos no son pagados por tres años, la municipalidad puede vender la propiedad por falta de pago de impuestos sobre bienes raíces. Los terrenos que no están edificados pueden venderse por falta de pago de impuestos al cabo de dos años.

Subsidios Tributarios para Ancianos

Los residentes de Ontario mayores de sesenta y cinco años de edad tienen derecho a recibir un Subsidio para Impuestos sobre Bienes Raíces otorgado por el gobierno de Ontario. Estos subsidios tributarios ascienden a un máximo de \$600 por familia para compensar los impuestos municipales y de educación pagados por los propietarios. Los arrendatarios que son mayores de sesenta y cinco años tienen derecho a \$600 o 20% del alquiler de su vivienda, lo que sea inferior.

La mayoría de las personas que reciben Pensión de Vejez (OAS) y los ancianos que han recibido anteriormente subsidios para impuestos sobre bienes raíces recibirán automáticamente una solicitud para el subsidio a fines de Agosto. Otros ancianos que lo deseen deben ponerse en contacto con el 'Ontario Ministry of Revenue,' Taxpayer Services Branch:

- en Toronto Metropolitano llamar al 965-8470
- en Oshawa llamar al 433-5155
- dentro del código regional 807, llamar al 1-800-263-3792
- dentro del código regional 416, llamar al 1-800-263-7700
- dentro de los códigos regionales 519, 613 y 705, llamar al 1-800-263-3960

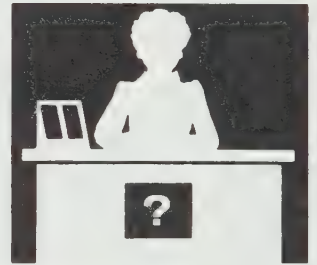
GUIDE TO LOCAL GOVERNMENT SERVICES

The rest of this handbook is a guide to the services local government provides. Because of differences in type and size, not all municipalities provide the same services. In general, the large, urban municipalities offer more services to their residents than do the small, rural municipalities. This guidebook describes the services offered in most urban municipalities. If, after reading this guide, you have any questions about the services provided in your own municipality, contact your municipal office. The number is in the Municipal Government section of the blue pages, at the back of your telephone directory.

To find information on a service quickly, refer to the table of contents at the front of this book.

THE MUNICIPAL CLERK'S OFFICE

There is a municipal clerk in every municipality. It is part of the clerk's job to know which municipal departments or employees do what and where they can be reached. So if you need municipal assistance or information but do not know who to talk to, call the municipal clerk. The clerk's office can be found in the municipal building or offices.



In addition to being a key source of information, the clerk's office handles many other duties, which usually include:

- issuing marriage licences
- recording births, deaths and marriages
- organizing local government elections
- notifying residents of public meetings
- selling dog licences

GUIA PARA LOS SERVICIOS DEL GOBIERNO MUNICIPAL

El resto de este manual es una guía para los servicios que provee el gobierno municipal. No todas las municipalidades proveen los mismos servicios. Todo depende del tipo y del tamaño de la municipalidad. Por norma general, las municipalidades urbanas grandes ofrecen a sus residentes más servicios que las municipalidades rurales pequeñas. Esta guía describe los servicios ofrecidos en la mayoría de las municipalidades urbanas. Si después de haber leído esta guía tiene alguna consulta sobre los servicios que ofrece su propia municipalidad, póngase en contacto con su oficina municipal. El número aparece en las páginas azules al final de su guía de teléfonos en la sección correspondiente al Gobierno Municipal.

Para obtener información en forma rápida sobre un servicio, consulte el índice incluido al comienzo de este manual.

LA SECRETARIA MUNICIPAL

En cada municipalidad existe un secretario municipal. Parte del trabajo del secretario consiste en tener un conocimiento cabal de las funciones desempeñadas por los diversos departamentos o empleados municipales y cómo es posible ponerse en contacto con ellos. De modo que si usted necesita ayuda o información de tipo municipal pero no sabe a quien dirigirse, llame al secretario municipal. La secretaría municipal está situada en las oficinas o edificios municipales.



Además de ser una fuente clave para la obtención de información, la secretaría municipal desempeña muchas otras funciones, tales como:

- emisión de licencias matrimoniales
- registro de nacimientos, fallecimientos y matrimonios
- organización de las elecciones del gobierno municipal
- notificación a los residentes sobre reuniones públicas
- venta de permisos para perros

The municipal clerk is also in charge of keeping all municipal documents. To get a copy of a by-law, report or other document, visit the clerk's office.

Business Licences

A special licence is required to carry on many different businesses or trades in a municipality. If you want to open a restaurant, start a taxicab company or operate a public parking lot, you will probably need a municipal licence. If you are thinking of starting your own business, call the municipal clerk and ask if you need a licence.

If the answer is yes, the clerk will tell you how to apply for a licence. Your application will describe the business and where you plan to operate it. The clerk will ask other municipal staff, such as fire and building officials, to comment on the application. Then the application, with their comments, goes to council for approval or rejection.

In some municipalities, council appoints a committee or commission to grant licences. If so, the clerk's office will be able to tell you how to apply.

A licence may be taken away if there are numerous complaints about the operation of a business.

POLICE PROTECTION

The task of protecting people and their property is shared by the federal, provincial and local governments.

The federal police force is the Royal Canadian Mounted Police (RCMP). It enforces certain federal laws.

The Ontario Provincial Police (OPP) conducts certain criminal investigations and patrols provincial highways and waterways. The OPP also provides police services in municipalities which do not have a local police force.



El secretario municipal además está encargado de mantener todos los documentos municipales. Para obtener una copia de un reglamento, informe u otro documento, visite la secretaría municipal.

Permisos Comerciales

Se requiere un permiso especial para asumir el manejo de diversos negocios o comercios en una municipalidad. Si desea abrir un restaurante, comenzar una compañía de taxis u operar una plaza de estacionamiento público, probablemente necesitará un permiso municipal. Si está pensando establecer su propio negocio, llame al secretario municipal y pregúntele si necesita un permiso.

Si la respuesta es afirmativa, el secretario le informará como solicitar el permiso. Su solicitud describirá el negocio y donde intenta llevar a cabo sus actividades comerciales. El secretario solicitará a otro personal municipal, tales como funcionarios de edificación o del departamento de bomberos, que den sus comentarios sobre su solicitud. Luego la solicitud, con sus comentarios, es presentada al concejo para su aprobación o rechazo.

En algunas municipalidades, el concejo nombra un comité o comisión para otorgar los permisos. En tal caso, la secretaría municipal puede informarle como solicitar el permiso.

Un permiso puede ser revocado si existen numerosas quejas relativas a la operación del negocio.

PROTECCION POLICIAL

La protección de las personas y de sus bienes está en manos del gobierno federal, provincial y municipal.

El cuerpo de policía federal es la 'Royal Canadian Mounted Police' (RCMP). Este cuerpo policial vela por el cumplimiento de ciertas leyes federales.



La Policía Provincial de Ontario (OPP) conduce ciertas investigaciones criminales y patrulla las carreteras y vías fluviales provinciales. La OPP además provee servicios de policía en las municipalidades que no cuentan con un cuerpo de policía local.

Large municipalities generally operate their own police force. In most regional municipalities, a single force provides police protection for all of the municipalities in the region. Metropolitan Toronto also operates one force for all its local municipalities.

The main duties of municipal police forces are to protect people and their property, to catch offenders and to maintain order in the community. In larger municipalities, the police force may also operate youth bureaus and community service bureaus which offer crime prevention and other educational programs.

If You Need Help

The telephone number for the police is listed in the front of your telephone directory. Keep the number close to the phone at all times. If you need police assistance, call and give your name, where you are and the reason you need help.

FIRE PROTECTION

Each municipality decides how it will provide fire protection services. Most large municipalities have full-time fire-fighters. Many smaller municipalities depend on volunteer firefighters.



If a fire breaks out in your home, and you cannot quickly put it out, leave the building immediately. Call the fire department from the nearest available phone. Give the location of the fire. Seconds can mean the difference between success and failure in controlling the fire. The nearest fire station will send firefighters and equipment to fight the fire.

Fire departments may also provide other services, such as fire prevention education and inspection services, performing rescue work, and resuscitating accident and heart attack victims.

Las municipalidades grandes generalmente mantienen su propio cuerpo de policía. En la mayoría de las municipalidades regionales, un solo cuerpo de policía provee protección pública para todas las municipalidades en la región. Toronto Metropolitano cuenta además con un cuerpo de policía para todas sus municipalidades locales.

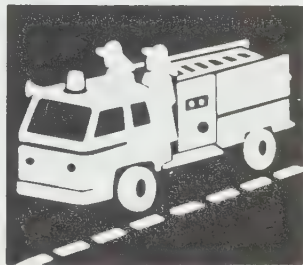
Los deberes principales de los cuerpos de policía municipales son proteger a la gente y sus bienes, aprehender delincuentes y mantener el orden en la comunidad. En las municipalidades más grandes, el cuerpo de policía puede operar centros para jóvenes y centros de servicios comunitarios que ofrecen programas de prevención de delitos y otros programas educativos.

Si necesita ayuda

El número de teléfono para la policía aparece al comienzo de su guía de teléfonos. Mantenga siempre el número cerca del teléfono. Si necesita ayuda de la policía, llame y dé su nombre, el lugar en que se encuentra y la razón por la cual necesita ayuda.

PROTECCION CONTRA INCENDIOS

Cada una de las municipalidades decide de qué manera ofrecerá los servicios de protección contra incendios. La mayoría de las municipalidades grandes tienen bomberos con jornada completa. Muchas municipalidades más pequeñas utilizan bomberos voluntarios.

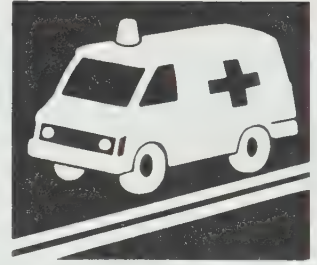


Si se produce un incendio en su hogar, y no puede apagarlo en forma rápida, salga inmediatamente del edificio. Llame al cuerpo de bomberos desde el teléfono más cercano. Dé la ubicación del incendio. Unos pocos segundos pueden hacer una gran diferencia entre el éxito y fracaso en controlar un incendio. La estación de bomberos más cercana enviará bomberos y equipo para luchar contra el incendio.

Los cuerpos de bomberos también pueden ofrecer otros servicios, tales como educación sobre prevención de incendios y servicios de inspección, realizan operaciones de rescate y resucitan víctimas de accidentes y ataques del corazón.

AMBULANCE SERVICES

Municipally run ambulance services are available in many larger municipalities. The cost of an ambulance is partially covered by the Ontario Health Insurance Plan (OHIP) if it is medically necessary. Check the front of your telephone directory to see what ambulance services are available in your area. If someone needs emergency medical attention and should not be moved without skilled help or cannot be taken to a hospital by any other means, call the ambulance service.



DIAL 911

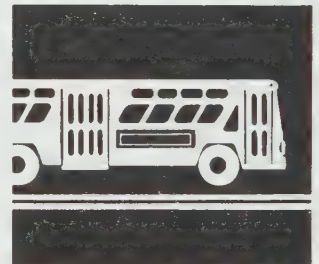
In some areas of the province, you can reach the fire department, police and ambulance services by simply dialing 911 on your telephone. Look in the pages at the front of your telephone directory to see if this service is available in your municipality.



TRANSPORTATION SERVICES

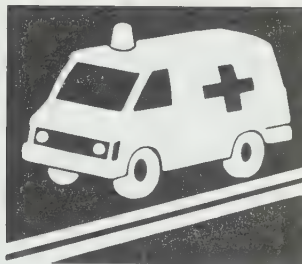
Public Transportation

Public transportation in Ontario includes service by train, subway, streetcar, bus and, in some areas, air. Bus service, which is the most common form of public transportation, is provided in most urban areas.



SERVICIOS DE AMBULANCIA

En muchas municipalidades más grandes se dispone de servicios de ambulancia mantenidos por la municipalidad. El costo de una ambulancia es cubierto en parte por el Plan de Seguro contra Enfermedades de Ontario (OHIP). Para averiguar que servicios de ambulancia existen en su área, vea las páginas al comienzo de la guía de teléfonos. Si alguien necesita atención médica de emergencia y debe ser movido solamente con la ayuda de una persona especializada o no puede ser llevado a un hospital por ningún otro medio, llame el servicio de ambulancia.



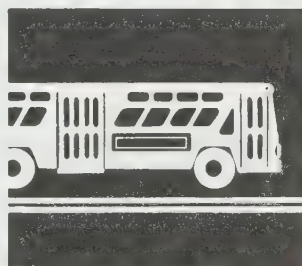
MARQUE EL 911

En algunas áreas de la provincia, usted puede ponerse en contacto con el cuerpo de bomberos, cuerpo de policía y los servicios de ambulancia simplemente llamando al 911. Consulte en las páginas al comienzo de su guía de teléfonos para ver si se dispone de este servicio en su municipalidad.



SERVICIOS DE TRANSPORTE PUBLICO

El transporte público en Ontario incluye servicio de trenes, tren subterráneo, tranvías, buses y, en algunas áreas servicio aéreo. El servicio de buses, que es el medio de transporte más común, es ofrecido en la mayoría de las áreas urbanas.



To travel within a municipality, you must have tickets, a pass or cash. Some municipalities sell tickets on the buses. In others, tickets can only be purchased at stations and some stores. Without a ticket or pass you must usually give the driver the exact amount of the fare; the driver will not give you any change back. Senior citizens, children under a certain age, and students with student cards may travel for a lower fare in many municipalities.

Within a municipality, there is normally a set fare per trip, no matter how far you go. If you have to change from one vehicle to another to reach your destination, get a transfer when you pay your fare. You can then continue on to your destination without paying again.

If you are travelling between municipalities, the fare will usually increase according to the distance you are travelling.

Metro Toronto

In Metro Toronto you will find streetcars and a subway system in addition to buses. You can buy tokens as well as tickets and monthly passes. Tickets and tokens can only be purchased at stations and some stores. Paying by cash costs more per trip than buying tickets, tokens or passes.

Do you know how to reach your destination? Many public transit offices provide maps, called “Ride Guides” that show the routes of their buses and other vehicles. You can also phone the public transit office for advice.

Services for the Handicapped

In many municipalities, a special transportation service is available to people who have a physical handicap. If you require such a service, contact the local transit office.

Para viajar dentro de una municipalidad, usted debe usar boletos, un pase o pagar en efectivo. En algunas municipalidades se venden boletos en los buses mismos. En otras, los boletos pueden ser comprados solamente en las estaciones y en algunos almacenes. Si no tiene un boleto o un pase, usted debe dar al chofer la cantidad exacta del pasaje; el chofer no puede darle cambio de vuelta. En muchas municipalidades los ancianos, niños menores de cierta edad y los estudiantes que posean tarjetas de estudiantes pueden pagar tarifas reducidas.

Dentro de una municipalidad, generalmente existe una tarifa establecida por viaje, sin importar cuan lejos sea el viaje. Si debe transbordar de un vehiculo a otro para llegar a su destino, obtenga un billete de transbordo al pagar su pasaje. Usted puede entonces continuar hasta su destino sin tener que pagar nuevamente.

Si está viajando entre municipalidades, el pasaje por lo general aumenta según sea la distancia que esté viajando.

Toronto Metropolitano

En Toronto Metropolitano además de los buses existen los tranvías y un sistema de tren subterráneo. Usted puede comprar fichas, boletos y pases mensuales. Los boletos y fichas pueden comprarse solamente en las estaciones y algunos almacenes. Es más caro pagar en efectivo por cada viaje que comprar boletos, fichas o pases.

¿Sábe como llegar a su punto de destino? Muchas oficinas de tránsito público proveen mapas, llamadas “Guías de Recorridos” que muestran las rutas de sus buses y otros vehículos. También puede llamar por teléfono a la oficina de tránsito público para solicitar información.

Servicios para personas con impedimentos físicos

En muchas municipalidades se dispone de un servicio de transporte especial para personas que tienen impedimentos físicos. Si usted necesita tal servicio, póngase en contacto con la oficina de tránsito local.

GO Transit

GO (Government of Ontario) transit is a bus and rail service operated by the Ontario Government. It carries passengers between many of the municipalities in and around Metropolitan Toronto. In several municipalities, municipal bus service is free when riding to or from a GO transit station. For more information, contact the nearest GO Transit office or the municipal transit office.

PARKING

Many municipalities restrict parking on some streets. If you park your car where there is a “no parking” sign you may receive a fine, or have your vehicle towed away. Many municipalities also have by-laws which say that vehicles may not be parked on residential streets overnight. To find out if your municipality has such a by-law, contact the municipality.



Where there is a shortage of parking, residents can sometimes apply to the municipality for a permit to park on residential streets overnight. Contact your municipal office to find out about parking in your neighbourhood.

Meter Parking

In commercial areas and on main streets you may find parking meters. When you park by a meter, put enough coins in it to cover the time your vehicle will be in the parking space. This is shown on the meter, usually close to where the money is deposited. If you do not, or the meter shows your time has expired, you may be fined. Check on the meter for the length of time that you are allowed to park; most meters will let you stay one or two hours, but in busy places they may let you stay only 15 minutes. Check also on the hours that meter parking applies; usually you do not have to pay in the evenings or on Sundays.

GO Transit

GO Transit (GO – Gobierno de Ontario) es un servicio de buses y trenes operado por el Gobierno de Ontario. Transporta pasajeros entre muchas de las municipalidades en Toronto Metropolitano y sus alrededores. En varias municipalidades, el servicio de buses municipal es gratuito cuando se viaja hacia o desde una estación del GO Transit. Para mayor información, póngase en contacto con la oficina de GO Transit o la oficina de tránsito municipal más cercana.

ESTACIONAMIENTO

Muchas municipalidades restringen el estacionamiento en algunas calles. Si usted estaciona su automóvil donde hay un aviso de “se prohíbe estacionar” puede recibir una multa, o le pueden llevar su vehículo con la grúa-remolque. Muchas municipalidades también tienen reglamentos que prohíben el estacionamiento de vehículos en calles residenciales durante la noche. Para averiguar si su municipalidad tiene tal reglamento, póngase en contacto con su municipalidad.



En los sectores que tienen escasez de estacionamiento, los residentes pueden algunas veces solicitar a la municipalidad un permiso para estacionar en calles residenciales durante la noche. Póngase en contacto con su oficina municipal para informarse sobre el estacionamiento en su vecindad.

Parquímetros

Los parquímetros han sido instalados en las áreas comerciales y en las calles principales. Si estaciona en un parquímetro, debe poner suficiente dinero en él para cubrir el tiempo que su vehículo permanecerá en tal lugar. El tiempo está indicado en el medidor, por lo general cerca de donde se deposita el dinero. Si no coloca suficiente dinero o si el medidor indica que su tiempo ha expirado, puede recibir una multa. Vea en el medidor cuanto tiempo puede estacionar; la mayoría de los parquímetros le permiten estacionar por una o dos horas, pero en los lugares de mayor congestión, solamente puede permanecer 15 minutos. Además cerciórese cuales son las horas durante las cuales debe pagar; generalmente los parquímetros son gratis por la noche o los domingos.

Parking Fines

If you get a parking ticket, it will require you to pay a fine. Fines may be paid by mail at the address shown on the back of the ticket or sometimes at a chartered bank or trust company. You can either pay the fine or, if you feel that you have been unfairly charged, request a trial.

If you have an unpaid parking fine you will not be able to get your vehicle licence renewed until the fine is paid.

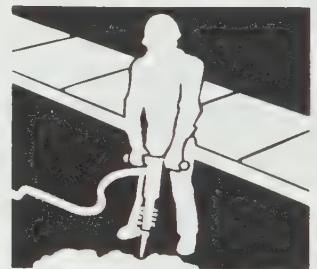
Parking Permits for the Handicapped

Some municipalities provide special stickers for vehicles operated by handicapped persons or by drivers transporting handicapped persons. A vehicle bearing such a sticker is allowed to park in parking spaces reserved for the handicapped. Licence plates bearing the handicapped symbol are issued by the Government of Ontario and can be used in place of the permit.

If you need such a sticker, contact the municipality for information.

ROAD AND SIDEWALK MAINTENANCE

The municipality maintains municipal roads and sidewalks. Maintenance includes cleaning, filling cracks and potholes and doing reconstruction. If you notice an area of road or sidewalk badly in need of repair, contact the municipal public works department or the municipal clerk.



Multas por infracciones de estacionamiento

Si le dan una boleta por una infracción de estacionamiento, usted debe pagar una multa. Las multas pueden pagarse enviando el pago por correo a la dirección que aparece en el reverso de la boleta o algunas veces en un banco registrado o compañía fiduciaria. Usted puede pagar la multa o, si considera que no es culpable, puede ir a la corte.

Si no ha pagado alguna multa por infracción de estacionamiento no podrá renovar la patente de su vehículo hasta que no efectúe el pago correspondiente.

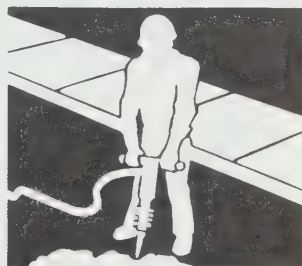
Permisos de estacionamiento para personas con impedimentos físicos

Algunas municipalidades proveen permisos especiales para ser colocados en los vehículos manejados por personas con impedimentos físicos o por aquellos que transportan personas con impedimentos físicos. Un vehículo que exhiba tal permiso está autorizado para estacionar en los espacios reservados para tal propósito. Las patentes de los vehículos que llevan el símbolo de incapacitación física son otorgadas por el Gobierno de Ontario y se pueden utilizar en vez del permiso.

Si necesita un permiso de este tipo, póngase en contacto con la municipalidad para obtener información.

MANTENIMIENTO DE CAMINOS Y ACERAS

La municipalidad tiene a su cargo el mantenimiento de los caminos y aceras municipales. El mantenimiento incluye limpieza, reparación de grietas y baches y reconstrucción. Si usted observa que un tramo del camino o acera necesita reparación urgente, póngase en contacto con el departamento de obras públicas municipal o con el secretario municipal.



SNOW REMOVAL

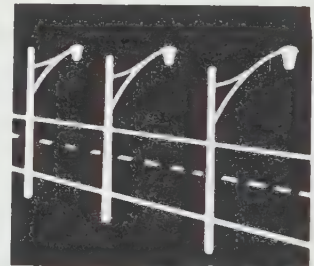
Snow removal from public streets is carried out by the municipality. Responsibility for snow removal from municipal sidewalks varies from municipality to municipality. Some municipalities have small plows that clear the sidewalks. Others require owners or tenants to clear the sidewalk in front of their property. If you are not sure whether you must clear the sidewalk, ask your neighbor or contact the municipality.



Some municipalities have special services for senior citizens and for persons with handicaps who are unable to shovel snow themselves. If you need assistance, call the municipality to see if such a service is offered.

STREET LIGHTING

Street lights are installed and maintained by the local municipality or public utilities commission. They should turn on automatically at dusk and off at dawn. If you feel your neighbourhood requires more street lighting or if you wish to report a broken or burned out light, contact the municipal public works department or the public utilities commission.



LIMPIEZA DE LA NIEVE

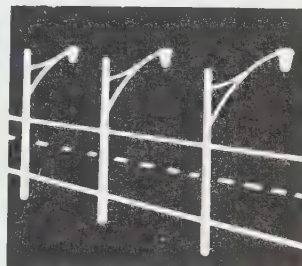
La limpieza de la nieve de las calles públicas es efectuada por la municipalidad. La limpieza de la nieve de las aceras municipales varía de una municipalidad a otra. Algunas municipalidades cuentan con quitanieves pequeños para limpiar las aceras. Otras exigen que los propietarios o arrendatarios limpien las veredas en frente de sus viviendas. Si no está seguro si es su responsabilidad limpiar su acera, pregunte a su vecino o póngase en contacto con la municipalidad.



Algunas municipalidades tienen servicios especiales para ancianos y personas incapacitadas que no pueden efectuar ellas mismas la limpieza. Si necesita ayuda, llame a la municipalidad para verificar si se ofrece tal servicio.

ILUMINACION DE LAS CALLES

Las luces de las calles son instaladas y mantenidas por la municipalidad local o por la comisión de empresas de servicios públicos. Se encienden automáticamente al anochecer y se apagan en la madrugada. Si considera que su vecindad requiere más iluminación de las calles o si desea informar que hay una luz rota o fundida, póngase en contacto con el departamento municipal de obras públicas o con la comisión de empresas de servicios públicos.



GARBAGE COLLECTION AND DISPOSAL



Garbage Collection

Garbage collection is a municipal responsibility. In most urban areas, garbage is collected once a week. Most municipalities ask you to follow rules like these:

- Place garbage as close as possible to the curb, without blocking the public sidewalk.
- Put garbage in cans or plastic bags, not cartons or boxes.
- Do not put garbage out before six p.m. on the day before garbage is collected. Remove garbage cans from the street as soon as possible after collection.
- Wrap broken glass in newspaper and then put it in a plastic bag.
- Put leaves and garden refuse in containers. Do not leave them loose by the roadway. Some municipalities have a special collection of leaves each fall.
- Do not put paints and chemicals in with other garbage. Some municipalities have a special collection for these items. Call the municipal public works department for more information.
- Many municipalities have a special spring and fall collection where there is no limit on the size and weight of items to be picked up. Put out items such as large appliances and furniture for collection at that time.
- There is often a special collection of Christmas trees shortly after Christmas.

Recycling

Many municipalities encourage residents to separate materials such as glass bottles and jars, metal cans and newspapers, from the garbage. These items will be picked up separately for recycling. If the municipality recycles these materials, it will need to dispose of less garbage and thus save money.

RECOLECCION Y DISPOSICION DE BASURAS

Recolección de Basuras

La municipalidad tiene bajo su responsabilidad la recolección de basuras. En la mayoría de las áreas urbanas, la basura es recolectada una vez por semana. La mayoría de las municipalidades le piden que observe reglas como éstas:



- Coloque la basura tan cerca del cordón de la acera como sea posible, sin obstruir la acera pública.
- Ponga la basura en tarros o bolsas de plástico, no en cajas de cartón.
- No saque afuera la basura antes de las seis p.m. el día anterior a la recolección. Retire los cubos de la basura de la calle tan pronto como se haya recolectado la basura.
- Envuelva los vidrios quebrados en periódicos y luego póngalos en una bolsa de plástico.
- Ponga las hojas y desperdicios del jardín en recipientes. No los deje sueltos en la calle. Algunas municipalidades tienen recolección especial de hojas en otoño.
- No ponga pinturas o productos químicos junto con otra basura. Algunas municipalidades tienen recolección especial para estos artículos. Para mayor información llame al departamento de obras públicas municipal.
- Algunas municipalidades tienen una recolección especial en primavera y otoño para recolectar artículos de cualquier tamaño y peso. En tal oportunidad puede poner afuera artículos tan grandes como artefactos eléctricos y muebles.
- A menudo hay una recolección especial de árboles de Navidad inmediatamente después de la Navidad.

Reutilización de Materiales

Muchas municipalidades recomiendan a los residentes separar de la basura tales materiales como botellas y frascos de vidrio, latas de metal y periódicos. Estos artículos serán recolectados separadamente para ser reutilizados. Si la municipalidad reutiliza estos materiales, la disposición de basura será menor y por lo tanto se ahorra dinero.

Burning Garbage

Generally, burning garbage is not permitted. For information about the burning of garbage, contact your municipal fire department.

Where to Get More Information

To inquire about collection times or for more information on recycling, contact your municipal clerk's office or the public works department.

RECREATION AND CULTURE

Residents in most municipalities can enjoy a variety of programs and special events in parks, community recreation centres, ice rinks and schools.



Many municipalities offer a variety of sports programs as well as leisure activities such as painting, pottery, quilting and fitness programs. Recreation centres offer dances and weekly games that give people an opportunity to get together. Many programs are free. Some charge a small fee.

Community centres often need volunteers to help with the activities. If you would like to get involved, or for more information concerning municipal recreation programs, contact your local municipal recreation department.

Parks

Most communities have small neighbourhood parks. These parks usually have a grass playing area and play equipment for children.

Many municipalities also have larger community parks that have picnic areas, nature trails and large open spaces.

Quemado de Basuras

Por lo general no se permite quemar la basura. Para obtener información sobre quemado de basuras, póngase en contacto con el cuerpo de bomberos municipal.

Dónde obtener mayor información

Para averiguar los horarios de recolección de basuras o para obtener mayor información acerca de la reutilización de materiales, póngase en contacto con el secretario municipal o el departamento de obras públicas municipal.

RECREACION Y CULTURA

En la mayoría de las municipalidades los residentes pueden disfrutar de una variedad de programas y acontecimientos especiales en parques, centros de recreación comunitarios, canchas de patinaje sobre hielo y en las escuelas.



Muchas municipalidades ofrecen una diversidad de programas deportivos además de otros pasatiempos tales como pintura, cerámica, acolchado y programas de aptitud física. Los centros de recreación ofrecen bailes y juegos semanales que dan a la gente oportunidad para reunirse. Muchos programas son gratis. Algunos cobran una pequeña cuota.

Los centros comunitarios a menudo necesitan voluntarios para que ayuden con las actividades. Si le gustaría participar o si desea obtener mayor información respecto a los programas de recreación municipales, póngase en contacto con el departamento de recreación municipal local.

Parques

La mayoría de las comunidades tienen pequeños parques. Por lo general estos parques tienen una área con césped y equipo de juegos para los niños.

Muchas municipalidades además tienen parques comunitarios más grandes que cuentan con áreas para picnics, senderos para hacer caminatas y amplios espacios abiertos.

Libraries

Many municipalities have a library where people can borrow books for a limited time (usually two or three weeks). Some libraries also lend films, records and cassettes, and have materials in languages other than English. Many libraries also take part in inter-library loan arrangements. This means that once you become a member of one library, you can borrow materials from other libraries in the same region. Most libraries also have a reference section of encyclopedias, dictionaries and other materials that you may use only in the library.

To become a library member, visit the local library and ask for a library card. You may be required to show some identification. There is no charge for the card or to take out library materials. For more information, call your public library. It is listed in the white pages of the telephone book under “Public Library” or under the name of your municipality.

SOCIAL SERVICES

Local governments provide a wide range of programs and services to aid those in need.



General Welfare Assistance

An individual may be eligible for temporary financial assistance if he or she:

- is unemployed and looking for work;
- is unable to work due to short-term illness or long-term disability;
- is a single parent;
- is elderly;
- is a foster child;
- is attending elementary or secondary school with no other means of support.

A person may receive other types of assistance and/or income and still be eligible for General Welfare Assistance (GWA).

Bibliotecas

Muchas municipalidades tienen una biblioteca donde se pueden pedir libros prestados por un tiempo limitado (por lo general dos o tres semanas). Algunas bibliotecas también prestan películas, discos y cintas grabadas y tienen además materiales en otros idiomas. Muchas bibliotecas participan en convenios de préstamos de libros entre bibliotecas. Esto quiere decir que una vez que se hace miembro de la biblioteca, usted puede pedir prestados materiales de otras bibliotecas ubicadas en la misma región. La mayoría de las bibliotecas también tienen una sección de materiales de referencia tales como enciclopedias, diccionarios y otros materiales que usted puede utilizar solamente en la biblioteca.

Para ser miembro de una biblioteca, visite la biblioteca local y pida una tarjeta. Puede que le exijan mostrar identificación. Tanto la tarjeta como los libros y materiales que pida prestados son gratuitos. Para mayor información, llame a su biblioteca pública. El número aparece en las páginas blancas de la guía de teléfonos bajo “Biblioteca Pública” (“Public Library”) o bajo el nombre de su municipalidad.

SERVICIOS SOCIALES

Los gobiernos municipales proveen una gran variedad de programas y servicios para ayudar a los necesitados.



Ayuda de Bienestar General

Una persona puede tener derecho a recibir ayuda económica temporal si:

- está desempleada y buscando trabajo;
- está incapacitada para trabajar debido a una enfermedad de corta duración o incapacidad prolongada;
- es padre soltero;
- es anciana;
- es un niño adoptivo;
- está asistiendo a la escuela primaria o secundaria sin tener ningún otro medio de sustentación.

Una persona puede recibir otros tipos de ayuda y/o ingresos y al mismo tiempo puede además tener derecho a recibir Ayuda de Bienestar General (GWA).

The amount of assistance depends on the recipient's income, expenses, family size and the ages of any children. General Welfare Assistance provides money for basic living costs, including food, clothing, shelter and other expenses, such as food required for a medical diet, if needed.

Everyone who qualifies for GWA also receive a comprehensive drug benefit plan and full coverage of their Ontario Hospital Insurance Plan (OHIP) premiums.

Special Assistance and Supplementary Aid

The Special Assistance program provides certain items, services and payments to individuals on low or fixed incomes who require extra financial aid. Applicants may already be receiving other types of assistance, such as Workers' Compensation or Unemployment Insurance. However, applicants do not have to be receiving any type of assistance to qualify for Special Assistance. A fully employed person can be eligible.

Supplementary Aid is provided to recipients of Family Benefits, Old Age Security, Vocational Rehabilitation Service Allowances, GAINS (Guaranteed Annual Income Supplement) Allowances and/or Canada Pension payments to cover special needs, usually on a one-time basis. Benefits are granted to individuals when their budgetary needs, as determined by legislation, exceed their income.

Municipalities may provide Supplementary Aid or Special Assistance for:

- moving or necessary transportation expenses;
- comfort allowances for those in nursing homes (to pay for personal items, candy, newspapers, etc.)
- surgical supplies and prosthetic appliances;
- dental or optical services, including eyeglasses;
- vocational training;
- funerals and burials.

La cantidad de ayuda depende de las entradas del solicitante, del tamaño de la familia y de las edades de los niños. La Ayuda de Bienestar General provee dinero para los costos de vida básicos, incluyendo alimentos, vestuario, vivienda y otros gastos, tales como alimentos requeridos para una dieta médica, si es necesario.

Todas las personas que reciben esta ayuda de bienestar también tienen derecho al plan de medicinas gratuitas y a pago total de las primas del Plan de Seguro contra Enfermedades de Ontario (OHIP).

Ayuda Especial y Ayuda Suplementaria

El programa de Ayuda Especial provee ciertos artículos, servicios y pagos a aquellos individuos que tienen entradas bajas o fijas y que necesitan ayuda económica adicional. Los solicitantes pueden estar recibiendo otro tipo de ayuda, tal como Compensación por Accidentes o Enfermedad del Trabajo o Seguro de Desempleo. Sin embargo, no es necesario que ya estén recibiendo algún tipo de ayuda para poder tener derecho a recibir Ayuda Especial. Una persona que tenga empleo puede también tener derecho.

La Ayuda Suplementaria es ofrecida a las personas que están recibiendo Subsidios Familiares, Pensión de Vejez, Subsidios del Servicio de Rehabilitación Vocacional, GAINS (Suplemento de Renta Anual Garantizada) y/o pagos del Plan de Pensión de Canadá a fin de cubrir necesidades especiales, generalmente por una vez solamente. Los subsidios son otorgados a las personas cuyos gastos de subsistencia, de acuerdo con las disposiciones legislativas, son superiores a sus entradas.

Las Municipalidades pueden proveer Ayuda Suplementaria o Ayuda Especial para:

- gastos de mudanza o de transporte necesario;
- subsidios para bienestar personal de aquellos que viven en hospicios (para el pago de artículos personales, dulces, periódicos, etc.);
- artículos quirúrgicos y aparatos artificiales (prótesis);
- servicios dentales u ópticos, incluyendo lentes;
- formación profesional;
- funerales y entierros.

Other Financial and Employment Assistance

Many municipalities offer other services in addition to these financial programs. Services that may be available in your municipality include:

- counselling in matters relating to spousal or child support, including the maintenance and enforcement of court orders;
- assisting with home management, including child care, shopping, meal planning and preparation and money management;
- assisting employable persons to get jobs by providing them with vocational counselling, job searching skills, information on training and job opportunities and child care support;
- providing special services to show unemployed youths how to use available community services and to help them find jobs;
- providing home nursing services to people in need of them through an organization such as the Victorian Order of Nurses;
- paying for or helping to pay for visiting homemakers to enable those who are elderly, disabled, ill or recovering from illness to remain in their own homes and to prevent serious family disruption.

To find out if these services are offered in your municipality, check with your municipal social services office.

Child Care

If you leave your children at home, you must provide a babysitter. If this is not possible, leave your children with a responsible friend or neighbour. In an emergency, local daycare programs may be able to help you.

If you are a single parent or both parents work, you may need a daycare centre or private home daycare for your children. For information about daycare centres, contact the municipality or the local community information centre.

If you are unable to pay the full daycare fee, you may be eligible for help with daycare costs from the local social services department. Subsidized daycare spaces are limited, and there may be a waiting list. No subsidies are given for babysitters. For more information about daycare subsidies, contact your municipal social services department.

Otra Ayuda Financiera y de Empleo

Muchas municipalidades ofrecen otros servicios además de los programas de ayuda financiera mencionados anteriormente. Los servicios que pueden estar a su disposición a través de su municipalidad son:

- asesoría sobre asuntos relacionados con manutención de cónyuges y niños, incluyendo mantenimiento y cumplimiento de órdenes judiciales;
- ayuda con el manejo del hogar, incluyendo cuidado de niños, compras, planificación y preparación de comidas y administración del dinero;
- ayuda para encontrar empleos a aquellos que pueden trabajar, proporcionándoles orientación vocacional, destrezas para buscar trabajos, información sobre oportunidades de empleo y formación profesional, y ayuda financiera para cuidado de los niños;
- provisión de servicios especiales para enseñar a los jóvenes desempleados cómo usar los servicios comunitarios que existen disponibles y ayudarlos a encontrar trabajos;
- provisión de enfermeras visitadoras para los que las necesitan, a través de alguna organización tal como la Orden Victoriana de Enfermeras ('Victorian Order of Nurses');
- pago o ayuda para pagar las amas de casas visitadoras para que los ancianos, incapacitados o las personas que se están recuperando de una enfermedad puedan permanecer en sus propios hogares y evitar seria desorganización de la familia.

Para averiguar si estos servicios son ofrecidos en su municipalidad, consulte con la oficina de servicios sociales municipal.

Cuidado de los niños

Si usted tiene que dejar a los niños en casa, debe encontrar una niñera que los atienda. Si ésto no es posible, deje a sus niños con una amiga o vecina. En caso de una emergencia, los programas de cuidado diurno para niños pueden prestarle ayuda.

Si usted es padre soltero o si ambos padres trabajan, puede que necesite un centro de cuidado diurno o cuidado diurno en un hogar particular para sus niños. Para mayor información sobre los centros de cuidado diurno, póngase en contacto con la municipalidad o centro comunitario de información.

Si no puede pagar los gastos totales del cuidado de sus niños, puede quizás tener derecho a ayuda financiera otorgada a través del departamento municipal de servicios sociales. Los subsidios disponibles para cuidado diurno de niños son limitados, y puede haber una lista de espera. No se otorgan subsidios para pago de niñeras. Para mayor información acerca de los subsidios para cuidado diurno de niños, póngase en contacto con el departamento municipal de servicios sociales.

Children's Aid Societies

Children's aid societies have two main responsibilities. They look after children in need of protection and support families in their child-raising responsibilities. The services of the children's aid society (CAS) in your municipality include:

- programs to prevent family breakups, including parent education and family counselling;
- protection of children from abuse and from situations of distress;
- guidance of mothers-to-be who are on their own;
- foster homes for children needing temporary or long-term placement; and
- adoption services that handle all aspects involved in helping a family arrange for and adjust to an adoption.

Your local children's aid society is listed in the white pages of the phone book.

Services for the Elderly

Municipalities provide services for the elderly. Some of them are listed below.

Aids for Independence

Municipalities often operate services for seniors such as meals-on-wheels, homemakers' and nurses' services and senior volunteers-in-service who help seniors remain at home.

Elderly Persons' Centres

Many municipalities operate elderly persons' centres which offer social, recreational and other activities to encourage seniors to remain active in the community.

Homes For the Aged

Homes for the aged are operated by many municipalities. A range of services is available: some homes are purely residential; others offer extended health care for seniors unable to remain at home. The homes charge a fee for accommodation, meals and services, but medical

Sociedades Protectoras de Niños

Las sociedades protectoras de niños desempeñan dos funciones importantes. Cuidan de los niños que necesitan protección y asesoran a las familias respecto a la crianza de los niños. Los servicios que ofrece la sociedad protectora de niños (Children's Aid Society – CAS) en su municipalidad son:

- programas para prevenir la ruptura de la familia, incluyendo educación de los padres y asesoría para la familia;
- protección de niños contra maltrato y situaciones angustiosas;
- asesoría para futuras madres que están solas;
- hogares adoptivos para niños que necesitan colocación temporal o de larga duración; y
- servicios de adopción que se encargan de todos los aspectos involucrados para ayudar a una familia a tramitar una adopción y durante el proceso de adaptación.

Su sociedad protectora de niños local aparece en las páginas blancas de la guía de teléfonos.

Servicios para personas de edad avanzada

Las municipalidades ofrecen servicios para personas de edad avanzada. A continuación se incluyen algunos de ellos.

Ayudas para mantener la independencia personal

Las municipalidades a menudo administran servicios para ancianos, tales como comidas a domicilio ('meals on wheels'), servicios de amas de casa y enfermeras y servicio de voluntarios a domicilio que contribuyen a que los ancianos puedan continuar viviendo en sus hogares.

Centros para ancianos

Muchas municipalidades cuentan con centros para ancianos donde se ofrecen actividades sociales, recreativas y otro tipo de actividades que estimulan a los ancianos a participar activamente en la comunidad.

Hogares para ancianos

Las municipalidades también proveen hogares para ancianos. Se dispone de una amplia gama de servicios: algunos hogares son viviendas solamente; otras ofrecen cuidado prolongado de la salud para aquellos ancianos que no pueden permanecer en sus casas. Los hogares cobran por alojamiento, comidas y por los servicios, pero OHIP cubre la atención médica. Se otorga

care is provided by OHIP. A subsidy is provided to those who need it. The needs of applicants are matched with the type of care available by the home. They are admitted on a “first come first served” basis. There may be a waiting period before space is available.

For more information on services for the elderly, contact your municipal clerk or community information centre.

PUBLIC HEALTH SERVICES

Every family should have a family doctor to look after its personal medical needs. Public health units provide general health care in communities throughout Ontario. The Ontario Ministry of Health establishes the type and nature of health care services and municipalities and public health boards are responsible for providing these services.



An important service offered by public health units are the home visits made by public health nurses. They visit aged and handicapped people, parents of newborn infants and ex-psychiatric patients. These nurses also visit schools and teach at pre-natal classes and venereal disease clinics.

Public health inspection is another major function of health units. Health inspectors check food-handling establishments, monitor septic tank installations and are generally responsible for controlling public health risks, including communicable diseases.

Health units' dentistry services teach and encourage preventive dental measures, particularly in the schools. They also provide free dental clinics for those who cannot afford to pay for dental care.

The local health unit may also operate a psychiatric clinic, providing consultation and out-patient treatment to children and adolescents.

For more information about health services, ask your doctor or contact your municipal health unit.

un subsidio a aquellos que lo necesitan. Se hace concordar las necesidades de los postulantes con el tipo de servicio que ofrece el hogar. Son aceptados por orden de inscripción. Puede que haya un período de espera antes de conseguir una vacante.

Para mayor información sobre los servicios para ancianos, póngase en contacto con el secretario municipal o con el centro comunitario de información.

SERVICIOS DE SALUD PÚBLICA

Todas las familias deben tener un médico de cabecera que atienda a sus necesidades médicas personales. Los centros de salud pública proveen cuidado de la salud general en comunidades a través de Ontario. El Ministerio de la Salud de Ontario establece el tipo y naturaleza de los servicios de cuidado de salud y las municipalidades y juntas de salud pública son las encargadas de proveer estos servicios.



Un servicio importante ofrecido por los centros de salud pública son las visitas a domicilio que efectúan las enfermeras de salud pública. Ellas visitan a los ancianos y a las personas con impedimentos físicos, a los padres de los recién nacidos y a pacientes que han estado bajo atención psiquiátrica. Estas enfermeras además visitan las escuelas y dan clases en clínicas prenatales y de enfermedades venéreas.

La inspección de la sanidad pública es otra función importante desempeñada por los centros de salud. Los inspectores de sanidad controlan los establecimientos que manejan alimentos, supervisan las instalaciones de pozos sépticos y por lo general son responsables de controlar los riesgos contra la sanidad pública, incluyendo las enfermedades contagiosas.

Los servicios de dentistería de los centros de salud enseñan y fomentan las medidas dentales preventivas, especialmente en las escuelas. También ofrecen clínicas dentales gratuitas para aquellos que no pueden afrontar el pago de cuidado dental.

El centro de salud local además puede operar una clínica de psiquiatría, ofreciendo consultas y tratamiento para niños y adolescentes en calidad de pacientes externos.

Para mayor información acerca de los servicios de la salud, consulte con su médico o póngase en contacto con su centro de salud municipal.

ANIMAL CONTROL

Municipalities are responsible for reducing animal-related health risks and for assisting residents in dealing with nuisance animals. This is done in several ways.



Licensing

In some municipalities, if you own a dog, you must buy a dog licence. Licences are usually sold by the municipal clerk's office or the local Animal Humane Society. You will receive a tag, which you attach to the dog's collar. If the dog is lost, it can be identified by the tag.

Exotic Pets

Some municipalities do not allow people to keep exotic pets within the municipality. (Most pets other than domesticated dogs, cats, birds and rodents are considered exotic.) Urban municipalities often also ban the keeping of farm animals within the municipality. The municipal animal control officer can answer any questions about restrictions on animals. If there is no animal control officer, contact the municipal clerk's office.

Lost Pets

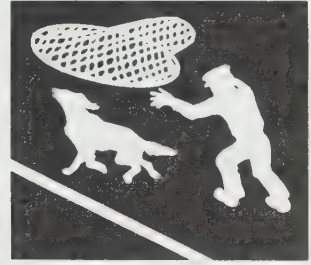
Many municipalities operate a lost and found service to reunite lost pets with their owners. This service may be operated directly by the municipality or through the local Humane Society. If you should lose your dog or cat, call the municipal animal control officer or the Humane Society.

Humane Care

If you have an animal, you must keep it in sanitary condition, and provide it with enough food, water and exercise. If you see an animal being cruelly treated or know of an animal that is being neglected, call the local Humane Society office. The Humane Society will send

CONTROL DE LOS ANIMALES

Las municipalidades son responsables de reducir los riesgos contra enfermedades relacionadas con animales y de ayudar a los residentes con problemas relativos a animales que causan perjuicios. Esto se lleva a efecto de varias maneras.



Placas de identificación

En algunas municipalidades, si usted posee un perro, debe comprarle una placa de identificación. Estas son generalmente vendidas por la secretaría municipal o en la Sociedad Protectora de Animales ('Animal Humane Society') local. Recibirá una placa que debe colocarla en el collar del perro. Si el perro se pierde, puede ser identificado mediante la placa.

Animales exóticos

Algunas municipalidades prohíben que se mantengan animales exóticos dentro de la municipalidad. (A excepción de los perros, gatos, pájaros y roedores domesticados, la mayoría del resto de los animales son considerados exóticos). Las municipalidades urbanas también a menudo prohíben que se mantengan animales de granjas dentro de la municipalidad. El funcionario municipal encargado del control de animales puede informarle sobre las restricciones que existen para los animales. Si no hay un funcionario a cargo del control de animales, póngase en contacto con la secretaría municipal.

Animales extraviados

Algunas municipalidades tienen un servicio de animales perdidos a fin de reunir a los animales extraviados con sus dueños. Este servicio a veces es operado directamente por la municipalidad o a través de la Sociedad Protectora de Animales local. Si pierde su perro o su gato, llame al encargado municipal de control de animales o a la Sociedad Protectora de Animales.

Cuidado de los animales

Si usted tiene un animal, tiene que mantenerlo en buenas condiciones sanitarias y proveerle suficiente alimento, agua y ejercicio. Si observa que un animal es tratado de manera cruel o tiene conocimiento que un animal está siendo descuidado, llame a la oficina de la Sociedad Protectora de Animales.

someone to check on the animal's condition. If the animal is being treated badly, the society may take legal action against the owner.

Animal Bites

If you are bitten by a dog or a wild animal, get immediate medical attention. If possible, have someone keep track of the animal (but stay well away from it). Ask the municipal animal control officer or a humane society representative to come and check the animal for rabies.

LAND USE PLANNING

What is Land Use Planning?

Municipalities in Ontario are growing and changing. They must plan for this growth. If new homes are going to be built, will water and electricity be available? Where will the people do their shopping? Where will the children go to school? Is there a noisy factory nearby that would disturb the residents? Would building the homes destroy a beautiful park or the best land for farming? To deal with questions like these, each municipality sets out an "official plan," which describes how different areas of the municipality are to develop.



The Zoning By-law

To make sure the official plan is followed, municipalities pass "zoning by-laws." A zoning by-law divides the municipality into smaller areas, called zones. The by-law says how the land within each zone can be used (for example, industrial, commercial or residential). It also sets limits on building height, the distance structures must be from the property line, the size the buildings are allowed to be, and other such matters.

Ellos enviarán a alguien para verificar cual es la situación en que se encuentra el animal. Si el animal está siendo maltratado, la sociedad puede promover acción legal en contra del propietario.

Mordeduras de animales

Si lo muerde un perro o un animal salvaje, obtenga inmediatamente atención médica. Si es posible, pida a alguien que siga al animal (pero manténgase bien alejado de él). Solicite al encargado municipal de control de animales o a un representante de la Sociedad Protectora de Animales que verifiquen si el animal tiene la rabia.

PLANIFICACION DEL APROVECHAMIENTO DEL TERRENO

¿En qué consiste la planificación del aprovechamiento del terreno?



Las municipalidades en Ontario están creciendo y experimentando cambios. Por consiguiente deben planificar para acomodar este crecimiento. ¿Se dispondrá de agua y electricidad para las nuevas casas que se van a construir? ¿Dónde harán sus comprar los nuevos residentes? ¿Dónde irán a la escuela los niños? ¿Hay alguna fábrica ruidosa en las cercanías que podría molestar a los residentes? ¿Se destruirá algún parque hermoso o el mejor terreno agrícola con la construcción de las casas? Para tratar asuntos de esta naturaleza todas las municipalidades establecen un “plan oficial” que describe como deben ser desarrolladas las diferentes áreas de la municipalidad.

El Reglamento de Zonificación

Para asegurar que se siga el plan oficial, las municipalidades aprueban “reglamentos de zonificación” Un reglamento de zonificación divide la municipalidad en áreas más pequeñas, llamadas zonas. El reglamento estipula como puede ser usado el terreno situado dentro de cada zona (por ejemplo, para fines industriales, comerciales o residenciales). Además establece límites respecto a la altura de los edificios, la distancia que deben dejar las edificaciones desde el límite de la propiedad, el tamaño permitido de los edificios y otros asuntos de esta naturaleza.

How Does the Zoning By-law Affect You?

Any new development that does not meet the municipality's zoning by-law is not permitted. Before you build a house or other structure, make sure that it meets all of the zoning requirements. Also check the zoning requirements if you want to expand an existing building or plan to change a building's use. For example, in many areas, turning a single-family dwelling into a duplex or into commercial office space is not permitted.

If you want to know the zoning for a particular property, contact the municipal planning or building department or, where no such department exists, the municipal clerk.

How Is a Zoning By-law Changed?

Property owners may apply to the municipality to have the zoning for their property changed. This is called a "rezoning." When the municipality receives an application for a rezoning, it must notify the public about the application and hold a public meeting to allow people living nearby to express their views. Notice of the meeting is given in advance, usually through local newspapers or by mail.

If you are concerned about a zoning application that might affect you, you can take part in the decision-making process by:

- finding out as much as possible about the proposed change to the by-law;
- attending the public meeting and expressing your opinions;
- discussing the proposal with municipal staff and council members;
- sending your views in writing to the municipal clerk.

What if You Want Your Own Zoning Changed?

If you want to use or develop your property in a way that is not allowed by the existing zoning by-law, you may have to apply for a rezoning. Before you apply, discuss your proposal with the municipality's planning staff. They can offer advice on how to proceed with a formal application. Most municipalities charge an application fee.

¿Cómo le afecta a usted el Reglamento de Zonificación?

No se permite ninguna urbanización nueva que no cumpla las disposiciones del reglamento de zonificación de la municipalidad. Antes de construir una casa u otro tipo de edificación, asegúrese que ella cumple todos los requisitos de zonificación. Además consulte los requisitos de zonificación si desea ampliar un edificio existente o intenta cambiar el uso de un edificio. Por ejemplo, en muchas áreas no se permite la transformación de una vivienda para una sola familia en un dúplex o en locales comerciales para oficinas.

Si desea saber la zonificación de una propiedad en particular, póngase en contacto con el departamento municipal de edificación o planificación o, cuando tal departamento no exista, llame al secretario municipal.

¿Cómo se cambia un Reglamento de Zonificación?

Los dueños de propiedades pueden solicitar a la municipalidad que se cambie la zonificación de su propiedad. Esto se conoce con el nombre de “rezonificación.” Cuando la municipalidad recibe una solicitud para una rezonificación, debe hacerla del conocimiento público y efectuar una reunión para permitir que las personas que residen en las cercanías expresen sus opiniones. El aviso de la reunión se da con anticipación, generalmente a través de los periódicos locales o por correo.

Si usted está preocupado por una solicitud de zonificación que puede afectarle, usted puede participar en el proceso de hacer la decisión, como sigue:

- averiguando tanto como sea posible acerca del cambio que se ha propuesto para el reglamento;
- asistiendo a la reunión pública y expresando sus opiniones;
- discutiendo el cambio propuesto con personal de la municipalidad y concejales;
- enviando sus opiniones por escrito al secretario municipal.

¿Qué debe hacer si desea cambiar su zonificación?

Si desea usar o urbanizar su propiedad de un modo que no esté permitido por la zonificación existente, usted deberá solicitar una rezonificación. Antes de solicitarla, discuta su propuesta con el personal de planificación de la municipalidad. Ellos le pueden asesorar respecto al procedimiento a seguir para presentar una solicitud formal. La mayoría de las municipalidades cobran una cuota al presentar la solicitud.

When your application is received, the municipality will notify the affected public and hold a public meeting to discuss it. Council may also consult with planning staff and interested agencies, such as the county or regional government, before making a decision. After considering all concerns and opinions, council will decide whether to pass your proposed rezoning, pass it with changes, or reject it.

What Right of Appeal Do You Have?

If council rejects your proposed zoning change, or if you disagree with council's decision on a change requested by someone else, you can make an appeal to the Ontario Municipal Board (OMB). The OMB is an independent appeal board that hears disputes about planning concerns. If you file an appeal, the OMB will hold a public hearing where you will have an opportunity to present your views. In most cases, the Board's decision is final.

To find out more about the OMB, contact the municipal planning department, or call the OMB's Information Officer at (416) 598-2266, extension 212 or 213.

What If All You Need Is a Minor Change in the By-Law?

If you want to build a structure that does not quite meet the zoning by-law's requirements, you can apply for an exemption to the by-law. This is called a "minor variance." If you receive a minor variance, you do not have to make a formal rezoning application.

To obtain a minor variance, you must apply to the Committee of Adjustment. The committee of adjustment is made up of citizens appointed by the local council to deal with minor problems in meeting by-law standards. The committee will tell you when and where your application will be discussed. They will invite you and any other interested persons to speak at the meeting.

For more information on applying for a minor variance, contact the Secretary-Treasurer for the Committee of Adjustment for your municipality.

Una vez que su solicitud ha sido recibida, la municipalidad notificará al público afectado y convocará a una reunión pública para discutirla. Antes de tomar una decisión, el concejo puede también consultar con el personal de planificación y agencias interesadas, tales como el gobierno del condado o el gobierno regional. Después de considerar todas las preocupaciones y opiniones, el concejo decidirá si aprobará o no su rezonificación, si la aprobará con cambios o si la rechazará.

¿Cuál es su derecho de apelación?

Si el concejo rechaza su cambio de zonificación propuesto, o si usted no está de acuerdo con la decisión del concejo respecto a un cambio solicitado por alguna otra persona, usted puede apelar ante la Junta Municipal de Ontario ('Ontario Municipal Board' – OMB). La OMB es una junta de apelación independiente que se encarga de las disputas relacionadas con asuntos de planificación. Si presenta una apelación, la OMB efectuará una reunión pública donde usted tendrá oportunidad de presentar sus puntos de vista. En la mayoría de los casos, la decisión de la junta es definitiva.

Para mayor información sobre la OMB, póngase en contacto con el departamento de planificación municipal, o llame al funcionario encargado de dar información de la OMB al (416) 598-2266, extensión 212 o 213.

¿Cómo obtener un cambio menor del reglamento?

Si desea construir una estructura que infringe levemente los requisitos del reglamento de zonificación, usted puede solicitar una exención al reglamento. Esto se llama una "variación menor." Si la variación menor es aprobada, no tiene necesidad de presentar una solicitud formal de rezonificación.

Para obtener una variación menor, debe presentar una solicitud ante el Comité de Ajuste ('Committee of Adjustment'). Este comité se compone de ciudadanos nombrados por el concejo local a fin de que se encarguen de problemas menores relacionados con el cumplimiento de las normas del reglamento. El comité le indicará cuando y donde se discutirá su solicitud. Le invitarán a usted y a otras personas interesadas para que expresen su opinión en la reunión.

Para mayor información sobre el procedimiento para solicitar una variación menor, póngase en contacto con el Secretario Tesorero del Comité de Ajuste de su municipalidad.

Land Severance

You might want to split (sever) your property into two or more pieces, so that you can sell, lease or mortgage part of the property. Because it affects the surrounding property owners and the municipality's ability to provide services, you must obtain approval before dividing the property.

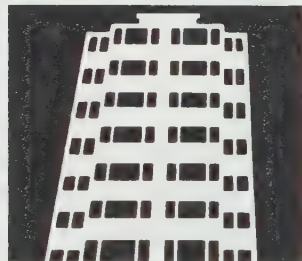
If only a few lots are to be created, this is called land severance. To find out who is responsible for approving a land severance in your area, and how to apply, contact the municipal clerk or planning department.

If you want to divide the property into more than four or five lots, you must submit a special plan of the lots you intend to create, called a "plan of subdivision," to the municipality for approval. Contact your municipal planning department for more information.

BUILDING

Building Permits

If you wish to construct a building or renovate or add to an existing one, you must have a building permit from your municipality. Building permits allow a municipality to regulate the types of construction in the community and to ensure that structures are safe and meet the requirements of the Ontario Building Code.



The Building Code sets standards for materials and design for all building construction and renovations. You must obtain a building permit before you:

- construct a new building or structure on your property;
- make alterations, additions or repairs to a building;
- excavate or construct a foundation;
- install heating, plumbing, an air-conditioning system or fireplace;

División de terrenos

Puede que usted desee dividir (fraccionar) su propiedad en dos o más partes, a fin de poder vender, arrendar o hipotecar una parte de ella. Dado que ésto afecta a los propietarios vecinos y a la habilidad de la municipalidad para proveer servicios, usted primero debe obtener aprobación antes de efectuar la división.

Si solamente se van a crear unos pocos lotes, ésto se llama división del terreno. Para averiguar quien es la persona autorizada para aprobar una división de terreno en su área, y como debe solicitarla, póngase en contacto con el secretario municipal o el departamento de planificación.

Si usted desea dividir la propiedad en más de cuatro o cinco lotes, usted debe presentar a la municipalidad para su aprobación un plano especial, llamado “plano de subdivisión,” de los lotes que intenta crear. Póngase en contacto con el departamento de planificación municipal para obtener mayor información.

EDIFICACION

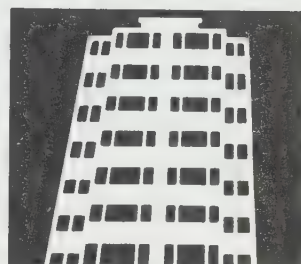
Permisos para edificar

Si desea construir un edificio o renovar o agregar a uno existente, usted debe obtener de su municipalidad un permiso de edificación.

Estos permisos permiten que una municipalidad regule los tipos de construcción de la comunidad y asegurar que las estructuras sean seguras y cumplan los requisitos establecidos por el Código de Edificación de Ontario.

El Código de edificación establece normas para materiales y diseño para la construcción y renovación de edificaciones. Usted debe obtener un permiso de edificación antes de:

- construir un edificio o estructura nueva en su propiedad;
- hacer modificaciones, agregados o reparaciones a un edificio;
- excavar o construir cimientos;
- instalar calefacción, plomería, un sistema de aire acondicionado o chimenea;



- put up a temporary building or mobile home;
- renovate or convert an existing building.

When thinking about any kind of construction, it is a good idea to discuss your plans with municipal building staff first. They can advise you about any other permits or approvals you might need, such as a demolition permit, a minor variance or an electrical permit. If you are not sure whether you need a building permit or not, call a municipal building officer.

How to Apply for a Building Permit

Applications for building permits can be obtained from the municipal building department or building officer. Along with an application, you must submit sketches, drawings, plans and other documents. You may have to pay an application fee and additional charges for such services as property surveys and connection to the municipal water supply. To check the exact requirements of the permit application, contact a building officer.

When you apply for a permit, the municipal building officer will examine your plans to make sure they meet the Ontario Building Code requirements and the municipality's zoning bylaw. If the proposed work meets all of the requirements and the required fees are paid, the municipality must issue the permit to you. If it does not meet all of the requirements, the building officer will tell you the reasons, and will describe any changes that might resolve the problem.

Building Inspections

Building permits often list inspections that must be done during construction. The inspector's job is to make sure that the work is being done according to the building code, your permit and the approved building plans. The inspector must be able to see the part of the construction he or she is to inspect.

If the inspector finds that the work being done differs from the approved plans, you will be advised to correct the situation. If work continues without the problem being fixed, the municipality can take you to court.

- instalar una edificación temporal o casa rodante;
- renovar o transformar un edificio existente.

Si piensa hacer cualquier tipo de construcción, es una buena idea discutir primero sus planes con el personal de edificación municipal. Ellos le pueden asesorar acerca de cualquier otro permiso o aprobación que pueda necesitar, tal como un permiso de demolición, un permiso para una variación menor o para trabajos de electricidad. Si no sabe con certeza si necesita o no un permiso de edificación, llame al encargado municipal de edificación.

¿Cómo solicitar un permiso de edificación?

Los formularios para solicitar permisos de edificación pueden obtenerse en el departamento municipal de edificación o del encargado municipal de edificación. Junto con la solicitud debe presentar esquemas, dibujos, planos y otros documentos. Posiblemente tendrá que pagar una cuota al presentar la solicitud y otros pagos adicionales por otros servicios, tales como mediciones de la propiedad y conexión a la red de agua potable municipal. Para obtener los requisitos exactos de la solicitud del permiso, póngase en contacto con el encargado de edificación.

Cuando solicita un permiso, el funcionario municipal de edificación examinará sus planos para asegurar que ellos cumplen los requisitos del Código de Edificación y el reglamento de zonificación de la municipalidad. Si el trabajo propuesto cumple todos los requisitos estipulados y los pagos exigidos, la municipalidad debe otorgarle el permiso. Si usted no cumple todos los requisitos, el funcionario de edificación le explicará las razones y le indicará cualquier cambio que pueda resolver el problema.

Inspecciones de edificaciones

Los permisos de edificación a menudo incluyen las inspecciones que deben ser realizadas durante la construcción. El trabajo del inspector es asegurar que el trabajo se está efectuando de acuerdo con el código de edificación, con su permiso y los planos de edificación aprobados. El inspector debe poder ver la parte de la construcción que él o ella va a inspeccionar.

Si el inspector considera que el trabajo que se está realizando difiere de los planos aprobados, se le informará cómo debe corregir tal situación. Si el trabajo continúa sin haberse solucionado el problema, la municipalidad puede llevarlo a la corte.

When work begins, the permit must be displayed in a window or other place where it can easily be seen by a municipal inspector. You must also keep a copy of the building plan where the work is being done, and tell your local building officer about any changes to the plans as soon as possible.

Changes will require approval in the same way as the original building plans.

Building Demolition

Before you demolish a building or part of a building, you must apply for a demolition permit. The process is similar to that for a building permit. For more information, consult your local building officer.

Property Standards By-laws

Many municipalities have a property standards by-law requiring that, for health and safety reasons, buildings be kept in good repair and that properties be kept clear of debris. If you are a tenant, and are concerned about your building, first contact the building manager about the problem. If the problem is not fixed, contact the municipal clerk to find out whether the municipality has a property standards by-law, and what help the municipality can give you to resolve the problem.

Signs, Awnings, Fences and Hedges

Many municipalities have by-laws setting out requirements for the hanging of awnings or canopies, the size and location of signs and the height and location of fences and hedges. If you are planning to install any of these, first contact the municipal clerk or building department to find out what the requirements are.

When a fence is built along the property line between two pieces of land, the cost of the fence is usually shared by the property owners on either side. If the two owners cannot agree on how the cost should be shared, either owner may ask the municipality to appoint independent arbitrators, called fence-viewers, to divide the costs. This can only be done before the fence is built.

For more information on fence-viewers, contact the municipal clerk.

Cuando se comienza el trabajo, el permiso debe ser exhibido en una ventana o en otro lugar donde pueda ser fácilmente visible por un inspector municipal. Además debe mantener una copia del plano de edificación en el lugar que está efectuando el trabajo y debe informar tan pronto como sea posible, al funcionario de edificación local respecto a cualquier cambio en los planos.

Los cambios, al igual que los planos de edificación originales, deben ser sometidos a aprobación.

Demolición de edificaciones

Antes de demoler una edificación o parte de ella, usted debe obtener un permiso de demolición. El proceso es similar al del permiso de edificación. Para mayor información, consulte con el encargado de edificación municipal.

Reglamentos sobre el mantenimiento de propiedades

Muchas municipalidades tienen un reglamento sobre mantenimiento de propiedades según el cual, los edificios deben mantenerse, por razones de salubridad y seguridad, en buen estado y las propiedades deben estar libres de escombros y desperdicios. Si usted es un arrendatario y está preocupado por el mantenimiento de su edificio, primero hable con el administrador del edificio respecto al problema. Si el problema no es solucionado, póngase en contacto con el secretario municipal para averiguar si la municipalidad tiene un reglamento sobre mantenimiento de propiedades, y qué ayuda puede proporcionarles la municipalidad para resolver el problema.

Letreros, toldos, cercas y setos

Muchas municipalidades tienen reglamentos respecto a la instalación de toldos o cubiertas, al tamaño y ubicación de letreros y a la altura y ubicación de las cercas y setos. Si tiene intención de instalar cualquiera de éstos, primero póngase en contacto con el secretario municipal o el departamento de edificación para informarse sobre los requisitos.

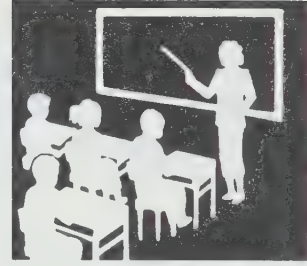
Cuando se construye una cerca alrededor del límite de una propiedad entre dos lotes de terreno, el costo de la cerca generalmente es compartido por los propietarios de cada lado. Si los dos propietarios no llegan a ponerse de acuerdo, cualquiera de ellos debe pedir a la municipalidad que nombre árbitros independientes, llamados inspectores de cercas, para dividir los costos. Esto puede hacerse solamente antes de construir la cerca.

Para mayor información sobre los inspectores de cercas, póngase en contacto con el secretario municipal.

EDUCATION

Free access to elementary and secondary education is the right of every child or adult in Ontario.

The law requires all children between the ages of six and sixteen to attend school. The school year begins in the first week of September, and ends in the last week of June.



Elementary School

Any child whose sixth birthday is before the first day of school must start grade one in September. Those who turn six after the first day of school, but before a date set by the local school board (usually December 31), may also begin in September, if the parents wish. Elementary school has eight grades.

Senior kindergarten is offered by most school boards. It accepts children who will turn five by the end of December in that year. Some school boards also offer junior kindergarten which accepts children whose fourth birthday comes before the end of the calendar year. For information on kindergarten in your municipality, contact your local board of education.

Secondary School

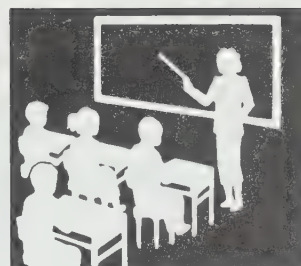
Secondary School offers a wide variety of courses to prepare students for employment or post-secondary education.

If students over 16 years of age cannot attend school full-time, they may be able to complete their secondary education through part-time school attendance or through correspondence courses. For more information, ask at your local secondary school.

EDUCACION

Todos los niños o adultos en Ontario tienen derecho a recibir en forma gratuita educación primaria y secundaria.

La ley exige que todos los niños entre los seis y dieciseis años de edad asistan a la escuela. El año escolar comienza la primera semana de Septiembre y finaliza la última semana de Junio.



Escuela Primaria

Todos los niños que cumplen seis años antes del primer día de clases deben comenzar el grado uno en Septiembre de ese año. Los que cumplen seis años después del primer día de clases, pero antes de una fecha establecida por la junta de educación local (generalmente el 31 de Diciembre), pueden también comenzar la escuela en Septiembre, si los padres lo desean. La escuela primaria se compone de ocho grados.

La mayoría de las juntas de educación ofrecen el grado de 'Senior Kindergarten'. A este grado pueden asistir los niños que cumplirán cinco años a fines de Diciembre de ese año. Algunas juntas de educación también ofrecen 'Junior Kindergarten' al cual pueden asistir aquellos niños que cumplen cuatro años antes de finalizarse el año calendario. Para obtener información sobre los grados de kindergarten en su municipalidad, póngase en contacto con la junta de educación local.

Escuela Secundaria

La escuela secundaria ofrece una amplia variedad de cursos destinados a preparar a los estudiantes para la vida del trabajo o para continuar estudios superiores.

Si los estudiantes mayores de 16 años no pueden asistir a la escuela con horario completo, ellos pueden completar su educación secundaria asistiendo media jornada o mediante cursos por correspondencia. Para mayor información, consulte en su escuela secundaria local.

Enrolling Your Child in School

To enrol your child in school, watch for a notice in the local paper about registration day. This is usually in the spring before the child starts school. Your local school board office can also give you the date. If you miss registration day or arrive in Ontario in the middle of a school year, contact your local school board as soon as possible.

To register your child in school, go to your local school. Take with you:

- your child's birth certificate or passport;
- some proof of your child's immigration status (if needed);
- your child's immunization documents.

To register your child in a Roman Catholic separate school, you will also have to provide proof of school support (your tax bill), and a baptismal certificate.

If you need more information about starting school, contact the local school principal or the school board.

School Bus Service

To find out whether there is school bus service in your area, contact the local school principal or the school board.

Language Instruction

Many schools have special programs for children who need to learn English. They may also have heritage language programs outside of normal school hours. These programs allow children to study their native language or other languages of their choice. English and French are official languages and are not included in the heritage language programs.

Special Programs

Other programs, such as French immersion programs, for non-franco-phone French-speaking students, programs for exceptional children and programs for children with physical or mental handicaps are offered in many areas. To find out what programs are available to children in your area, contact your local school board.

Cómo matricular a su niño en la escuela

Lea los periódicos locales para informarse sobre la fecha en que se pueden matricular los niños. Por lo general, la fecha aparece en la primavera antes que el niño comience la escuela. Su junta de educación local también puede indicarle la fecha. Si por algún motivo no matricula a su niño en la fecha indicada o si llega a Ontario a mediados del año escolar, póngase en contacto con la junta de educación local tan pronto como sea posible.

Para matricular a su niño, vaya a su escuela local y lleve consigo lo siguiente :

- el certificado de nacimiento o pasaporte del niño
- verificación del estado de inmigrante de su niño (si tal es el caso)
- los certificados de vacuna de su niño

Para matricular a su niño en una escuela Católico Romana, deberá además presentar evidencia que sus impuestos son enviados a la junta de educación de las escuelas católicas (su factura de impuestos), y un certificado de bautizo.

Si necesita mayor información sobre el comienzo de la escuela, póngase en contacto con el director de la escuela local o con la junta de educación.

Servicio de buses escolares

Para averiguar si hay servicio de buses escolares en su área, póngase en contacto con el director de la escuela o con la junta de educación local.

Enseñanza de idiomas

Muchas escuelas ofrecen programas especiales para niños que necesitan aprender inglés. Además pueden ofrecer programas de lenguas maternas fuera de las horas regulares de clases. Los dos idiomas oficiales son inglés y francés y no están incluidos en los programas de lenguas maternas.

Programas especiales

En muchas áreas se ofrecen además otros programas especiales, tales como programas intensivos de francés, para estudiantes que no pertenecen a la población de habla francesa, programas para niños superdotados y programas para niños con impedimentos físicos o mentales. Para obtener mayor información sobre los programas para niños disponibles en su área, póngase en contacto con la junta de educación local.

Adult Education

Adult education courses are provided by boards of education, community colleges and universities. These courses are usually offered in the evenings to allow people who work during the day to attend.

For more information, contact the school boards, colleges and universities in your area.

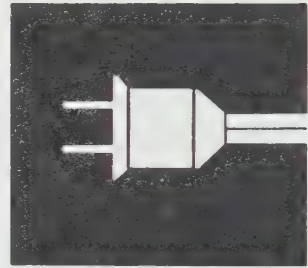
ELECTRICITY

Your Electricity Bill

If you pay for your electricity directly, and not through rent to a landlord, you will receive a bill from the local public utilities commission or municipality.

The amount charged is usually for two months and is for the actual amount of electricity used during that time.

Depending on the municipality you live in, your public utilities bill might also include charges for water and/or sewer usage.



Advice on Saving Energy

Every time you use electricity, it costs you money. There are many ways to reduce the amount of electricity you use. Your public utilities commission can give you information on how to use less electricity and save money. Information is also available on how to keep your home warmer in winter and save on your home heating bills.

For more information on electrical services, or on using less energy, call the public utilities commission. It is listed in the white pages of the telephone book under the name of your municipality's Public Utilities Commission, or its Hydro Electric Commission.

Educación para adultos

Los cursos para adultos son ofrecidos por las juntas de educación, los institutos técnicos superiores y las universidades. Generalmente estos cursos son ofrecidos en las tardes para que las personas que trabajan durante el día tengan oportunidad de asistir a ellos.

Para mayor información, póngase en contacto con las juntas de educación, institutos superiores y universidades de su área.

ELECTRICIDAD

Su cuenta de electricidad

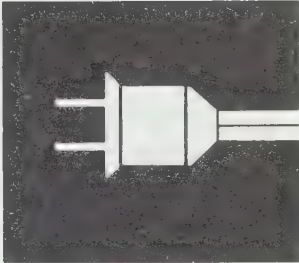
Si usted paga directamente por su consumo de electricidad y no a través del pago del alquiler, la comisión de empresas de servicios públicos o municipalidad le enviará una cuenta. Por lo general se cobran dos meses a la vez y corresponde a la cantidad de electricidad consumida durante ese período.

Dependiendo de la municipalidad en que vive, la cuenta de la empresa de servicio público puede incluir también el cobro del agua y/o utilización del alcantarillado.

Recomendaciones para ahorrar energía

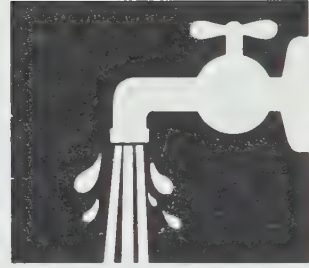
Cada vez que usted usa electricidad, le cuesta dinero. Hay diversas maneras de reducir la cantidad de electricidad que usted usa. Su comisión de empresas de servicios públicos local puede proporcionarle información sobre cómo reducir el consumo de electricidad y ahorrar dinero. Además se dispone de información sobre cómo mantener su casa más abrigada en invierno y ahorrar dinero en su cuenta de calefacción.

Para mayor información sobre los servicios de electricidad, o sobre como ahorrar energía, llame a la comisión de empresas de servicios públicos. El número aparece en las páginas blancas de la guía de teléfonos bajo el nombre de la Comisión de Empresas de Servicios Públicos de su municipalidad o de su Comisión Hidroeléctrica.



WATER AND SEWER SERVICES

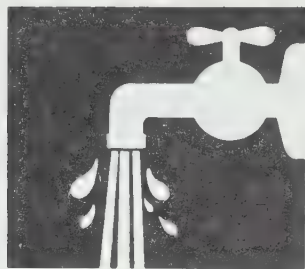
The purification and distribution of water and the provision of sewer services are a municipal responsibility. These services are provided mainly in urban areas. In most rural areas, property owners use wells and septic systems at their own expense.



In many places you are charged for the use of water as determined by reading your water meter. You may also pay a “sewer surcharge” for sewer services. The surcharge is based on the amount of water you use. If you live in a home without a meter, you will pay a fixed amount for water and sewer services.

Municipalities collect for water and sewer in several ways. For example, the City of Toronto bills for water separately, twice a year. Because most houses are not metered, the amount is a fixed charge. In the City of Scarborough, the public utilities commission collects for electricity and water. Sewer charges are included on the tax bill in all of the municipalities in Metropolitan Toronto. In the City of Cambridge, the public utilities commission collects for electricity, water and sewer charges. A sample of a Hydro-Electric Commission bill is on the following page.

SERVICIOS DE AGUA POTABLE Y ALCANTARILLADO



La municipalidad tiene la responsabilidad de proveer la purificación y distribución del agua potable y los servicios de alcantarillado.

Estos servicios son provistos principalmente en las áreas urbanas. En la mayoría de las áreas rurales, los propietarios usan pozos y sistemas sépticos mantenidos por ellos mismos.

En muchos lugares usted debe pagar por el agua que use según lo indique su medidor del agua. Además puede que también deba pagar un “sobrecargo por alcantarillado” por uso de los servicios de alcantarillado. Este sobrecargo se basa en la cantidad de agua que haya utilizado. Si vive en una casa que no tiene medidor, usted pagará una cantidad fija por servicio de agua potable y alcantarillado.

Las municipalidades recaudan los pagos del agua y del alcantarillado de diversas maneras. Por ejemplo, la Ciudad de Toronto envía una cuenta separada por el agua dos veces al año. Dado que la mayoría de las casas no tienen medidores, la cantidad es un costo fijo. En la Ciudad de Scarborough, la comisión de empresas de servicios públicos es quien recauda los pagos de electricidad y agua potable. Los cobros de alcantarillado se incluyen en la factura de impuestos en todas las municipalidades de Toronto Metropolitano. En la Ciudad de Cambridge, la comisión de empresas de servicios públicos recauda los pagos de electricidad, agua potable y alcantarillado. En la página siguiente se incluye una muestra de la cuenta de electricidad de la Comisión Hidroeléctrica.

<small>CUSTOMER NAME</small>			<small>SERVICE LOCATION</small>			<small>ACCOUNT NUMBER</small>		
Your Name			Your Address			000-0000-0000- -0		

<small>PRESENT READING</small>	<small>PREVIOUS READING</small>	<small>MULT</small>	<small>CONSUMPTION</small>	<small>DEMAND READING</small>	<small>READING DATE YR. MO. DAY</small>	<small>BILLING DATE YR. MO. DAY</small>	<small>CONSUMPTION DAYS</small>
32350	30660	1	1690	kW			57
			kWh	kVA	<small>HYDRO ACCT. TYPE</small>	RES. BI-MONTHLY	

ENERGY CHARGES

96.02

AVERAGE DAILY USE FOR PERIOD - THIS YEAR 30 KWH

SAMPLE

<small>WATER & SEWER RATES BILLED AND COLLECTED ON BEHALF OF THE REGION OF HALTON</small>				
<small>PRESENT READING</small>	<small>PREVIOUS READING</small>	<small>CONSUMPTION</small>	<small>METER SIZE</small>	<small>NUMBER OF UNITS</small>
1,571 M	1,533 M	38 m ³	0058	
<small>WATER ACCT. TYPE</small>	RESIDENTIAL	<small>SEWER ACCT. TYPE</small>	RESIDENTIAL	

WATER CHARGES

17.59

SEWER RATE CHARGES

21.02

SEWER RATES INCLUDE A 15 PERCENT DISCOUNT FOR WATER NOT DISCHARGED TO THE SANITARY SEWER.

YOUR HYDRO-ELECTRIC COMMISSION

ACCOUNT NUMBER

000-0000-0000- -1

AMOUNT NOW DUE \$ 134.63

AFTER \$

PLEASE PAY \$ 139.43

Having Your Meter Read

If your meters (hydro and water) are located outside of the house, you must make sure that the way is clear so that the meter can be read. If either meter is inside your home, the meter reader will need to enter. Before letting anyone in to read a meter, ask to see proper identification. If you do not wish the meter reader to enter, or if you are not at home, a card will be left for you to fill in and mail. In some municipalities, you may also provide the required information by phone.

CUSTOMER NAME			SERVICE LOCATION			ACCOUNT NUMBER		
Your Name			Your Address			000-0000-0000- -0		
PRESENT READING	PREVIOUS READING	MULT.	CONSUMPTION	DEMAND READING	READING DATE	BILLING DATE	CONSUMPTION DAYS	
32350	30660	1	1690	kW			57	
			kWh	kVA	HYDRO ACCT. TYPE	RES. BI-MONTHLY		
ENERGY CHARGES							96.02	
AVERAGE DAILY USE FOR PERIOD - THIS YEAR 30 KWH								
MUESTRA								
WATER & SEWER RATES BILLED AND COLLECTED ON BEHALF OF THE REGION OF HALTON								
PRESENT READING	PREVIOUS READING	CONSUMPTION		METER SIZE	NUMBER OF UNITS			
1,571 M	1,533 M	38 m ³		0058				
WATER ACCT. TYPE	RESIDENTIAL		SEWER ACCT. TYPE	RESIDENTIAL				
WATER CHARGES							17.59	
SEWER RATE CHARGES							21.02	
SEWER RATES INCLUDE A 15 PERCENT DISCOUNT FOR WATER NOT DISCHARGED TO THE SANTARY SEWER.								
YOUR HYDRO-ELECTRIC COMMISSION						ACCOUNT NUMBER		
						000-0000-0000- -1		
AMOUNT NOW DUE						\$ 134.63		
AFTER								
PLEASE PAY						\$ 139.43		

Lectura de su medidor

Si sus medidores (de electricidad y agua potable) están colocados fuera de la casa, usted debe cerciorarse que se puede llegar libremente hasta ellos para leerlos. Si cualquiera de estos medidores está dentro de la casa, el encargado de leerlos necesitará entrar. Antes de permitir la entrada de alguna persona para leer su medidor, pídale que le muestre la identificación correspondiente. Si no desea que entren a leer su medidor, o si usted no está en casa, le dejarán una tarjeta que debe llenar y enviar por correo. En algunas municipalidades, usted puede proporcionar la información por teléfono.

WHERE TO FIND OUT MORE

If you want more information on any municipal service or on how to participate in local government, call your municipality. The telephone number is in the blue pages at the back of the telephone directory. If you have a question about a particular service, call the department which provides that service. If you do not know whom to call, contact the municipal clerk. He or she will be able to answer your question, or tell you where to call.

Many municipalities publish a municipal directory giving information on the municipality and its services. In some of the larger municipalities, the directory is available in several languages. Ask the municipal clerk if a directory is available in your municipality.



DONDE PUEDE OBTENER MAYOR INFORMACION



Si desea mayor información sobre cualquier servicio municipal o sobre cómo participar en el gobierno municipal, llame a su municipalidad. El número de teléfono aparece en las páginas azules al final de su guía de teléfonos. Si tiene una pregunta sobre un servicio en particular, llame al departamento que provee tal servicio. Si no sabe a quien llamar, póngase en contacto con el secretario municipal. El o ella podrá contestar su pregunta o indicarle donde llamar.

Muchas municipalidades publican una guía municipal proporcionando información sobre la municipalidad y sus servicios. En algunas municipalidades más grandes, la guía se publica en varios idiomas. Pregunte al secretario municipal si tal guía está disponible en su municipalidad.

GLOSSARY

Alderman:	See “councillor.”
Assessment Roll:	A record of the assessed value of each property in a municipality.
At Large Election:	An election system in which all elected candidates represent the entire municipality.
Board of Education:	See “school board.”
Building Permit:	Formal, written permission to begin construction of or renovations to a building.
By-Laws:	Laws passed by a municipality that are in effect only within the boundaries of the municipality.
Chairman of Regional Council:	The head of a regional municipal council usually chosen by the members of council.
City:	A municipality with a large population. A city located in a county does not pay for, or receive, services offered by the county.
Committee of Adjustment:	A committee of citizens appointed by the local council to deal with requests for minor exemptions or “variances” from municipal by-law standards.
Councillors:	Members of municipal council elected to represent the interests of the citizens. Councillors may be elected at large or by ward. Councillors are sometimes called aldermen.
County:	An upper level of municipal government used mainly in rural areas. Counties provide services which cannot be provided as efficiently by individual local municipalities. The lower level of municipal government includes townships, villages and towns within the county.
General Welfare Assistance:	An income support program providing financial assistance to people who are otherwise without support.
Hydro-Electric Commission:	A Public Utilities Commission that oversees only the provision of electrical services.

GLOSARIO

Alderman:	Regidor Ver “concejal” (‘councillor’)
Assessment Roll:	Registro de Avalúo Un registro del valor de tasación de cada propiedad en su municipalidad.
At Large Election:	Elección General Un sistema electoral según el cual todos los candidatos elegidos representan a toda la municipalidad.
Board of Education:	Junta de Educación Ver “junta escolar” (‘school board’).
Building Permit:	Permiso de Edificación Autorización formal por escrito para comenzar la construcción o renovación de una edificación.
By-Laws:	Reglamentos Leyes aprobadas por una municipalidad las cuales son válidas solamente dentro de los límites de la municipalidad.
Chairman of Regional Council:	Presidente del Concejo Regional El jefe de un concejo municipal regional generalmente elegido por los miembros del concejo.
City:	Ciudad Una municipalidad con una gran población. Una ciudad situada en un condado no paga ni recibe ninguno de los servicios ofrecidos por el condado.
Committee of Adjustment:	Comité de Ajuste Un comité compuesto por ciudadanos nombrados por el concejo local para tratar peticiones relacionadas con exenciones o “variaciones” menores de las normas del reglamento municipal.
Councillors:	Concejales Miembros del concejo municipal elegidos para representar los intereses de los ciudadanos. Los concejales pueden ser elegidos por elección general o por distritos electorales. Los concejales algunas veces se llaman regidores.
County:	Condado Un nivel de gobierno municipal superior utilizado principalmente en las áreas rurales. Los condados ofrecen servicios que no pueden ser suministrados eficientemente por las municipalidades locales. El nivel de gobierno municipal inferior incluye las comunas, aldeas y pueblos situadas dentro del condado.
General Welfare Assistance:	Ayuda General de Bienestar Un programa que provee ayuda financiera para las personas que no tienen otros medios de sustentación.

Improvement District:	A municipality in Northern Ontario which is managed by provincially-appointed trustees. An improvement district is established in unsettled or sparsely settled areas where a new industry is located and municipal government is needed immediately. The improvement district is replaced by a township when the community becomes established.
Interim Tax Bill:	A bill requiring payment of taxes for the first part of the year based on the previous year's taxes.
Land Severance:	Dividing land into smaller sections by the property owner for the purpose of selling, leasing or mortgaging.
Land Use Planning:	Managing the development and use of land using such tools as official plans and zoning by-laws. Planning ensures that as a municipality grows, necessary services such as streets and schools are not over-burdened and essential elements of the natural environment are preserved.
Local Boards:	Appointed bodies that oversee various operations of a municipality. For example, library boards, local boards of health.
Mayor:	The head of council in a city or town, elected at large.
Mill Rate:	A rate set each year by the municipality. It is determined by the total amount of tax dollars the municipality must collect from its property owners to pay for the municipal services and education provided.
Municipality:	A city, borough, town, township, village, county, or region, with local self-government. It allows residents of a specific geographic area to provide services of common interest.
Municipal Council:	A group of people elected by a municipality's voters to make choices on their behalf about the provision of municipal services.
Ontario Building Code:	Standards for materials and design which all building construction and renovation must meet.
Polling List:	A list of eligible voters.
Polling Place:	The place where people vote. For example, schools, community centres, churches etc.
Property Assessment:	A value assigned to the property based on a percentage of the dollar value of the property. The value is determined by a provincial assessor and used to calculate property taxes.

Hydro-electric Commission:	Comisión Hidroeléctrica Una Comisión de Empresas de Servicios Públicos que supervisa solamente el suministro de servicios de electricidad.
Improvement District:	Distrito de Mejoramiento Una municipalidad en la región norte de Ontario que es regida por administradores nombrados por la provincia. Los distritos de mejoramiento son establecidos en áreas no colonizadas o escasamente colonizadas donde se ha situado una nueva industria y se necesita gobierno municipal inmediatamente. Una vez que se ha establecido la comunidad, el distrito de mejoramiento es reemplazado por una comuna.
Interim Tax Bill:	Factura de Impuestos Provisoria Una factura que exige el pago de los impuestos sobre bienes raíces correspondientes a la primera parte del año tomando como base los impuestos del año anterior.
Land Severance:	División de Terrenos División de un terreno en secciones más pequeñas efectuada por el propietario para propósitos de venta, arriendo o hipoteca.
Land Use Planning:	Planificación del Aprovechamiento del Terreno Administración de la urbanización y aprovechamiento del terreno utilizando tales medios como planos oficiales y reglamentos de zonificación. La planificación asegura que a medida que la municipalidad crece, aquellos servicios, tales como calles y escuelas no tengan exceso de población y que se preserven los elementos esenciales del medio ambiente natural.
Local Boards:	Juntas Locales Organismos establecidos para supervisar diversas operaciones de una municipalidad. Por ejemplo, juntas de bibliotecas, juntas locales de la salud.
Mayor:	Alcalde El jefe del concejo en una ciudad o pueblo, elegido por elección general.
Mill Rate:	Tasa por Mil Una tasa establecida cada año por la municipalidad. Se determina por la cantidad total de pagos tributarios que la municipalidad debe recaudar de los propietarios para financiar los servicios municipales y la educación que provee.

Property Standards By-Law:	A by-law requiring buildings to be kept in a good state of repair and properties to be kept clear of debris for the health and safety of those who use them.
Property Tax:	A collection of money from each property owner in the municipality to pay for the portion of services the municipality provides that cannot be paid for through grants from the province or user fees.
Public Utilities Commission:	A commission elected to oversee the provision of electricity and in some cases, water. It also sets local rates. It is sometimes called a Hydro or Hydro-Electric Commission.
Reeve:	The head of council in a village or township elected at large. Some towns, villages and townships also have a deputy reeve.
Regional Municipality:	In ten areas of Ontario, county government has been replaced by regional government. Regional municipalities have authority over certain functions in all municipalities within their boundaries.
Returning Officer:	The person responsible for conducting a local election. The returning officer, usually the municipal clerk, ensures an election is conducted fairly.
School Board:	An elected body to oversee the provision of education in the area under the board's jurisdiction. The school board oversees the building and maintenance of schools, the hiring of teachers and other staff, authorizes educational programs and approves textbooks. School boards are also called "Boards of Education."
Town:	A mid-sized urban municipality with a population of between about 2,000 and 15,000.
Township:	A form of municipality designed for rural areas. A township usually has a population of 1,000.
Trustees:	Elected members of a school board or board of education.
Village:	The smallest type of urban municipality with a minimum population of approximately 500.
Warden:	The head of county council selected annually from among its members.
Wards:	Geographic areas into which a municipality is divided for the purpose of electing members of council and school trustees.
Zoning By-Law:	A by-law dividing the municipality into smaller areas called zones and setting out the ways in which the land within the zone can be used.

Municipality:	Municipalidad Una ciudad, municipio, pueblo, comuna, aldea, condado o región, con gobierno municipal propio. Permite a los residentes de un área geográfica específica proveer servicios de interés común.
Municipal Council:	Concejo Municipal Un grupo de personas elegidas por los electores de una municipalidad a fin de que seleccionen para ellos el suministro de servicios municipales.
Ontario Building Code:	Código de Edificación de Ontario Normas establecidas para materiales y diseño que deben ser cumplidas al efectuar cualquier construcción o renovación de edificaciones.
Polling List:	Censo Electoral Un registro donde aparecen todos los electores con derecho de voto.
Polling Place:	Centro Electoral El lugar donde las personas votan. Por ejemplo, las escuelas, centros comunitarios, iglesias, etc.
Property Assessment:	Tasación de la Propiedad Un valor que se asigna a la propiedad basado en un porcentaje del valor en dólares de la propiedad. El valor lo determina un tasador provincial y se usa para calcular los impuestos sobre bienes raíces.
Property Standards By-Law:	Reglamento sobre Mantenimiento de Propiedades Un reglamento que exige que los edificios sean mantenidos en buen estado y que las propiedades estén libres de desperdicios para protección de la salud y seguridad de aquellos que los usan.
Property Tax:	Impuesto sobre Bienes Raíces Una recaudación de dinero de todos los propietarios de la municipalidad para pagar la porción de servicios ofrecidos por la municipalidad que no alcanza a ser financiada con los subsidios otorgados por la provincia o con los pagos efectuados por los usuarios.
Public Utilities Commission:	Comisión de Empresas de Servicios Públicos Una comisión elegida para supervisar el suministro de electricidad y en algunos casos, del agua. Además establece las tarifas locales. A veces se denomina 'Hydro' o Comisión Hidroeléctrica.
Reeve:	Alcalde Pedáneo El jefe del concejo en una aldea o comuna elegido por elección general. Algunos pueblos, aldeas y comunas también tienen un alcalde pedáneo delegado.

Regional Municipality:	Municipalidad Regional En diez áreas de Ontario, el gobierno de condado ha sido reemplazado por gobierno regional. Las municipalidades regionales tienen autoridad sobre ciertas funciones en todas las municipalidades situadas dentro de sus límites.
Returning Officer:	Escrutador Persona encargada del desarrollo de una elección municipal. El escrutador que a menudo es el secretario municipal, asegura que la elección sea efectuada de manera imparcial.
School Board:	Junta Escolar Un organismo elegido para supervisar la provisión de educación en el área sobre la cual tiene jurisdicción la junta. La junta escolar supervisa la construcción y mantenimiento de escuelas, contratación de profesores y demás personal, autoriza programas educacionales y aprueba textos. Las juntas escolares también se llaman “Juntas de Educación” (“Boards of Education”).
Town:	Pueblo Una municipalidad urbana de tamaño mediano con una población aproximada entre 2,000 y 15,000 habitantes.
Township:	Comuna Una forma de municipalidad diseñada para áreas urbanas. Una comuna por lo general tiene una población de 1,000 habitantes.
Trustees:	Administradores Escolares Miembros elegidos de una junta escolar o junta de educación.
Village:	Aldea El tipo más pequeño de municipalidad urbana con una población mínima de aproximadamente 500 habitantes.
Warden:	Gobernador El jefe del concejo de condado seleccionado anualmente de entre sus miembros.
Wards:	Distritos Electorales Áreas geográficas en que se divide una municipalidad a fin de elegir concejales y administradores escolares.
Zoning By-Law:	Reglamento de Zonificación Un reglamento que divide la municipalidad en áreas más pequeñas llamadas zonas y estipula como debe usarse el terreno situado dentro de ellas.

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*Welcome to
Local Government
in Ontario*

BEM-VINDO
AO
GOVERNO MUNICIPAL
NO ONTÁRIO

in English and Portuguese



Ontario

Ministry of
Municipal
Affairs

John Eakins, Minister

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1988

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WELCOME TO LOCAL GOVERNMENT IN ONTARIO

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Please note

The information in this book is up-to-date as of January, 1988. For more current information, please contact the appropriate agency.

Distribution

This publication is available free to Ontario newcomers, their teachers and counsellors. Immigrant aid agencies, schools and other non-profit organizations serving newcomers may obtain copies to distribute to adult newcomers by contacting:

Ontario Ministry of Municipal Affairs
11th floor, 777 Bay Street
Toronto, Ontario M5G 2E5
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BEM-VINDOS AO GOVERNO MUNICIPAL NO ONTARIO

Reconhecimentos

Um agradecimento especial às muitas pessoas em agências comunitárias, no governo municipal e Ministérios do Governo do Ontario, pela sua assistência, sugestões, revisões e apoio.

Atenção

As informações contidas neste livro são válidas até Janeiro de 1988. Para informações mais actualizadas, queira contactar a agência apropriada.

Distribuição

Esta publicação é oferecida gratuitamente aos recém-chegados ao Ontário, seus professores e conselheiros. As agências que providenciam assistência a imigrantes, escolas e outras organizações não lucrativas que prestam serviços a recém-chegados podem obter exemplares para distribuição a adultos recém-chegados, contactando:

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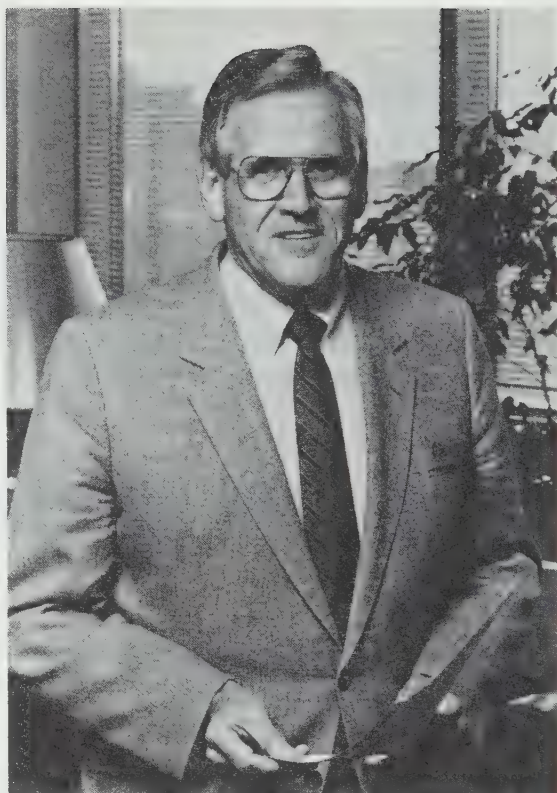
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MINISTER'S **MESSAGE**

Welcome to Ontario!

The Ministry of Municipal Affairs is pleased to provide this handbook to assist newcomers to learn about local government and the many services it provides.

People from many lands around the world have played an important role in making Ontario's municipalities enjoyable places to live and work. We look forward to the continued participation of newcomers in the life of their communities and the province.



I invite all new residents to participate in local government, and I wish you all the best as you begin your new life in Ontario.

A handwritten signature in dark ink, reading "John Eakins". The signature is fluid and cursive, with the first name "John" and last name "Eakins" clearly distinguishable.

John Eakins
Minister of Municipal Affairs

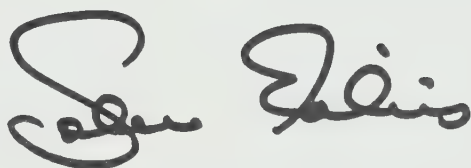
MENSAGEM DO **MINISTRO**

Bem-vindos ao Ontário!

É com agrado que o Ministry of Municipal Affairs (Ministério de Assuntos Municipais) oferece este livro para auxiliar os recém-chegados a aprenderem os sistemas dos governos municipais e a terem acesso aos muitos serviços que prestam.

Pessoas oriundas das mais diversas partes do mundo têm tido um papel importante em tornarem as municipalidades do Ontário em locais agradáveis para se viver e trabalhar. Antecipamos a continuação da participação de recém-chegados na vida das suas comunidades e da província.

Convido todos os novos residentes a participarem no governo local, desejando as melhores venturas para todos ao começarem uma nova vida no Ontário.



John Eakins
Minister of Municipal Affairs
Ministro de Assuntos Municipais

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INTRODUCTION

Night and day, every day of the year, the services provided by local government are working for you.

From the minute you turn on the light in the morning until you turn it off again at night, and even while you sleep, local government plays an important part in your daily life.

Think about the water that provides you with a hot shower; the electricity for your radio; the buses that take adults to work and children to school; the school itself; the roads and sidewalks you use to go shopping; and the library, park or arena you visit on your way home. Police and fire protection, garbage collection, help for people in need, and many other community services are provided by local government.

Because local government touches all of us in so many ways, it is important that we understand how it works. This book gives a brief introduction to local government in Ontario. It tells you about the services local government provides, and how you can obtain them, and it discusses how you can take part in making the decisions that affect your community.



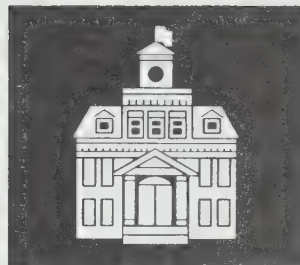
INTRODUÇÃO

De dia e de noite, todos os dias do ano, os serviços prestados pelo governo municipal estão a trabalhar para si.

Desde o momento em que acende a luz de manhã até ao momento em que a fecha à noite e mesmo enquanto dorme, o governo municipal desempenha um papel importante na sua vida diária.

Ao tomar um duche quente pense na água que usa; na electricidade para o seu rádio; nos autocarros que transportam pessoas para o trabalho e crianças para a escola; na escola em si; nas estradas e passeios que usa para ir fazer compras; e na biblioteca, parque ou arena que visita a caminho de casa. A protecção fornecida pela polícia e pelos bombeiros, a recolha de lixo, a assistência dada a pessoas que dela precisam e muitos outros serviços comunitários que são prestados pelo governo local.

É importante saber como tudo isto funciona pois que o governo municipal nos afecta das mais diversas formas. Este livro apresenta uma breve introdução sobre os governos municipais do Ontario. Menciona os serviços prestados pelos municípios e como obtê-los e divulga como pode participar nas decisões que afectam a sua comunidade.



GOVERNMENT IN ONTARIO

There are three levels of government in Ontario:

- the Government of Canada (federal government);
- the Government of Ontario (provincial government); and
- local government (municipalities, school boards, public utilities commissions, and local boards and commissions).

Each level of government is responsible for certain services.

The Federal Government

The federal government is responsible for matters that affect all of Canada, for example:

- national defence
- citizenship
- foreign policy
- national economic policy
- currency

The Provincial Government

The Government of Ontario is responsible for matters which affect the province, for example:

- highways
- social services
- health care
- industrial growth
- protecting the environment



SISTEMA GOVERNAMENTAL NO ONTÁRIO



Existem três níveis de governo no Ontário:

- o Governo do Canadá (governo federal);
- o Governo do Ontário (governo provincial);
- o governo local (municipalidades, direcções escolares, comissões de serviços públicos, e direcções e comissões locais).

Cada governo é responsável por determinados serviços.

O Governo Federal

O governo federal é responsável por assuntos que afectam todo o Canadá, como por exemplo:

- defesa nacional
- cidadania
- negócios estrangeiros
- política económica nacional
- moeda

O Governo Provincial

O Governo do Ontário é responsável por assuntos que afectam a província; como por exemplo:

- auto-estradas
- serviços sociais
- serviços de saúde
- crescimento industrial
- protecção do meio-ambiente

Local Government

Local government is responsible for matters that affect the local area, for example:

- protecting homes and businesses from fire
- providing schools
- operating municipal libraries
- building parks and recreation facilities
- planning new neighbourhoods

Why is local government responsible for so many important services? Because local government is close to the people it serves. It knows the local community's needs and how to meet those needs.

Local government is composed of several parts:

- municipalities
- local boards and commissions
- school boards
- public utilities commissions

Each of these will be discussed in turn.

O Governo Municipal

O governo local é responsável por assuntos que afectam a área local, como por exemplo:

- protecção a casas e estabelecimentos contra incêndios
- escolas
- administração de bibliotecas municipais
- construção de parques e facilidades recreativas
- planeamento de novos bairros

Por que é o governo local responsável por tão importantes serviços?

A razão é porque o governo local está mais perto das pessoas que serve. Sabe quais as necessidades das comunidades locais e como solucioná-las.

O governo local é composto de várias entidades:

- municípios
- direcções e comissões locais
- direcções escolares
- comissões de serviços públicos

Falaremos sobre cada uma delas.

MUNICIPALITIES

There are 839 municipalities in Ontario. No two are exactly the same. Municipalities range in size from Metropolitan Toronto – with more than two million people – to Cockburn Island Township – which has only two permanent residents. Two-thirds of the people in Ontario live in the province's 50 largest municipalities. The population of most municipalities is quite small. About 600 municipalities in the province have fewer than 5,000 people.

Local Municipalities

Depending on its size, a local municipality may be called a city (large municipalities), a town (medium) or a township or village (small). Whatever its name, your local municipality provides most of the municipal services you receive.

Counties and Regions

It may be more efficient to provide some services over an area larger than an individual local municipality. For this reason, most local municipalities in Southern Ontario are grouped into counties (mainly in rural areas) or regional municipalities (mainly in urban areas). Regional municipalities are often called “regions.” For example, the Cities of Brampton and Mississauga and the Town of Caledon are all part of the Regional Municipality of Peel. Similarly, the County of Oxford includes the City of Woodstock, the Towns of Ingersoll and Tillsonburg and the Townships of Blandford-Blenheim, East Zorra-Tavistock, Norwich, South West Oxford and Zorra.

Counties and regions work with local municipalities to provide a range of municipal services.

Metropolitan Toronto

Metropolitan Toronto, often called “Metro Toronto,” is Ontario's largest municipality. Metro Toronto is similar to a regional municipality. If you live in the City of Toronto, the City of Scarborough, the City of North York, the City of Etobicoke, the City of York or the Borough of East York, you live in Metropolitan Toronto.

MUNICÍPIOS

Existem 839 municípios no Ontário. Não há dois que sejam iguais. Os municípios variam em tamanho, desde Toronto Metropolitano – com mais de dois milhões de pessoas – até Cockburn Island Township – que tem apenas dois residentes permanentes. Dois terços da população do Ontário vive nos 50 maiores municípios da província. A população da maior parte dos municípios é bastante pequena. Cerca de 600 municípios na província têm menos de 5,000 pessoas.

Municípios Locais

Dependendo do seu tamanho, a municipalidade local pode ser uma cidade (grande município), uma vila (médio) ou uma povoação ou aldeia (pequeno). Qualquer que seja a designação, a sua autarquia local presta-lhe a maior parte dos serviços que utiliza.

Comarcas e Regiões

Por vezes, torna-se mais fácil oferecer serviços numa vasta área do que se for um município individual a fornecê-los. Por esta razão, os municípios do Sul do Ontário estão agrupados em comarcas (principalmente em áreas rurais) ou municípios regionais (principalmente em áreas urbanas). Os Municípios Regionais são designados por “regiões.” Por exemplo, as cidades de Brampton e Mississauga e a vila de Caledon fazem todas parte da Região Municipal de Peel. Do mesmo modo a Comarca de Oxford inclui a cidade de Woodstock, as vilas de Ingersoll e Tillsonburg e as povoações de Blandford-Blenheim, East Zorra-Tavistock, Norwich, South West Oxford e Zorra.

As comarcas e regiões trabalham com os municípios locais para fornecerem uma variedade de serviços municipais.

Toronto Metropolitano

Toronto Metropolitano é o maior município do Ontário e é muitas vezes designado simplesmente por “Metro Toronto.” Metro Toronto é semelhante a um município regional. Se vive em qualquer das cidades de Toronto, Scarborough, North York, Etobicoke, York ou no Borough de East York, reside em Toronto Metropolitano.

Improvement Districts

In many areas of Northern Ontario there are not enough people to require municipal government. If an industry begins operating in such an area, arrangements must be made to provide services for the people who will be living there. To provide these services quickly, the province may establish an improvement district. An improvement district is a municipality that is managed by trustees appointed by the Ontario Government. Once the community becomes established, the improvement district will be replaced by a township with an elected municipal council.

Municipal Councils

A municipality is governed by the municipal council. Council's job is to make decisions about municipal services, and to use the money it collects from its taxpayers as wisely as possible. The members of council, called councillors or aldermen, are elected by the municipality's voters. Council members are paid by the municipality for their services. In smaller municipalities, members of council usually serve part-time and work at other jobs as well. In large cities the work of council is more complex, councillors are paid more, and many of them devote all their time to municipal concerns.

Councils must make decisions about a long list of municipal services, including:

- fire protection
- building and maintaining roads and sidewalks
- public transit, such as buses
- street lighting
- water and sewer services
- street cleaning and snow plowing
- planning new housing and business developments
- building and maintaining parks and arenas
- controlling animals
- collecting and disposing of garbage
- operating libraries, daycare centres for small children and homes for the aged

Distritos em Melhoramento

Em muitas áreas do Norte do Ontário não existem pessoas em número suficiente que requeiram governo municipal. Se uma indústria começar a funcionar numa dessas áreas, têm que ser tomadas disposições para fornecimento de serviços às pessoas que para ali forem viver. Para rápida prestação destes serviços, a província pode estabelecer um distrito em melhoramento. Um distrito em melhoramento é um município que é gerido por fiduciários nomeados pelo Governo do Ontário. Uma vez que a comunidade esteja estabelecida, o sistema de melhoramento de distrito será substituído por uma povoação ou conselho municipal eleito.

Conselhos Municipais

Um município é governado pelo conselho municipal. A função do conselho é tomar decisões sobre os serviços municipais e aplicar os impostos que recebe dos contribuintes, tão prudentemente quanto possível. Os membros do conselho são intitulados conselheiros ou vereadores e são eleitos pelos munícipes votantes. Os membros do conselho são pagos pelos seus serviços através do município. Nos municípios mais pequenos, os membros do conselho, fazem-no a tempo parcial e normalmente também trabalham noutras profissões. Nas cidades maiores, o trabalho do conselho é mais complexo e os vereadores ganham mais pois que a maioria destes ocupam-se sómente dos afazeres municipais.

Os conselhos têm que tomar decisões sobre uma vasta gama de serviços municipais, entre os quais:

- protecção contra incêndios
- construção e manutenção de estradas e passeios
- transporte público, como por exemplo autocarros
- iluminação pública
- serviços de abastecimento de água e esgotos
- limpeza pública e limpeza da neve
- projectar novos fogos e desenvolvimento comercial
- construção e manutenção de parques e arenas
- controlo de animais
- recolha e colocação de lixo
- administração de bibliotecas, infantários e lares para a terceira idade

Because of the large number of services they provide, many municipalities divide their council into committees. Each committee studies certain services and makes recommendations to the entire council concerning them. For example, a public works committee might look after road construction and maintenance, storm sewers, street lighting, tree planting and removal, traffic problems and public transit.

Meetings of council or of council committees are held on a regular basis, normally once or twice a month. Council meetings are open to the public, and residents are encouraged to attend. To find out the dates and times of meetings in your municipality, telephone the municipality. The phone number is in the blue pages at the back of the telephone directory under “Municipalities.”

How Does Council Govern?

At council meetings the members discuss and act on matters of importance to the municipality. Usually matters come before council in three basic ways:

- members of council bring issues that concern them to council’s attention;
- the staff of the municipality identify problems and ask council to consider them;
- individuals, businesses or institutions can ask council to consider a matter that affects them.

All of these items are placed on the council meeting agenda (the list of items to be discussed at the council meeting). When council decides that it needs more information on an issue, it asks the municipal staff to conduct any necessary research and to prepare a report. The issue may also be studied by a council committee. When council has all the information it requires, it will discuss the matter and decide what to do.

If council decides that action is necessary it will probably pass a by-law. By-laws are laws that are in effect only within the boundaries of the municipality. While a municipality may pass by-laws on many matters, the provincial government places limits on the actions a municipality may take. A municipality may pass by-laws only on matters that the province has given it authority to do so.

Devido ao grande número de serviços que fornecem, muitos municípios dividem o conselho em comités. Cada comité estuda determinados serviços e faz recomendações ao conselho. Por exemplo, um comité de obras públicas pode ser responsável pela construção e manutenção de estradas, esgotos pluviais, iluminação pública, plantação e remoção de árvores, problemas de tráfego e transporte público.

As reuniões do conselho ou de comités conselhios são efectuadas regularmente, normalmente uma ou duas vezes por mês. As reuniões do conselho são públicas e os residentes são encorajados a assistirem. Para saber quais as datas e início das reuniões no seu município, telefone para a câmara. O número encontra-se nas páginas azuis no final da lista telefónica sob “Municipalities.”

Como Governa o Conselho?

Nas reuniões de conselho os membros discutem e actuam sobre assuntos de importância para o município. Normalmente os assuntos são apresentados em três formas elementares:

- os membros do conselho trazem à atenção do conselho assuntos que os preocupa;
- os funcionários do município apresentam problemas e pedem ao conselho que os considere;
- indivíduos, comerciantes ou instituições podem pedir ao conselho que considere uma questão que os afecta.

Todos estes assuntos são inscritos na agenda de reunião do conselho (a lista dos assuntos para serem discutidos na reunião do conselho). Quando o conselho decide que precisa de mais informações sobre determinado assunto, pede aos funcionários municipais para fazerem a investigação necessária e para prepararem um relatório. O assunto também pode ser estudado por um comité conselhio. Quando o conselho tiver toda a informação requerida, discutirá o assunto e decidirá o que fazer.

Se o conselho decidir que deve ser tomada uma acção, decretará provavelmente um regulamento. Estes regulamentos ou posturas camarárias têm jurisdição sómente dentro do município. Enquanto que um município pode passar regulamentos sobre muitas questões, o governo provincial determina os limites do poder municipal. O município pode sómente passar regulamentos sobre assuntos para os quais recebe autorização provincial.

Bringing a Matter to Council's Attention

One of the advantages of local government is the ease with which you can participate in the decision-making process. As a resident, you have the right to express your opinion on local government issues. You may do this by calling your municipal councillors, or by writing to the council, in care of the municipal clerk. You may also ask to speak at a council or council committee meeting. Once again, you should make such a request through the municipal clerk's office.

LOCAL BOARDS AND COMMISSIONS

Many municipalities establish boards and commissions to advise council on various services such as libraries, housing and recreation facilities. Council appoints people from the community to serve on these boards. If you are interested in serving on a particular board, contact the municipal clerk. The clerk can tell you when council will next be making appointments to the board. You can also watch for advertisements in the local newspaper for volunteers to serve on a board or commission.

BOARDS OF EDUCATION

Boards of education, often called school boards, are an important part of local government. The Ontario Government, through the Ministry of Education, establishes the general policy for schools throughout the province. Locally, school boards elected by the residents decide how best to meet the needs of their students, within the guidelines set by the province. Board members, called "trustees," administer the building and maintenance of schools, hire the teachers and other staff needed to run them, authorize educational programs and approve the textbooks to be used.

If you have a concern about education in your area, call or write to your trustees or to your board of education, care of the board's director of education.

Apresentação de uma Questão ao Conselho

Uma das vantagens do governo local é a facilidade com que pode participar no processo das tomadas de decisão. Como residente, tem o direito de expressar a sua opinião sobre os assuntos que recaem sob o governo local. Pode fazê-lo telefonando para os vereadores municipais, ou escrevendo para o conselho, ao cuidado do secretário municipal. Pode também pedir para falar na reunião do conselho ou do comité conselhio. Tome nota que tal pedido deve ser feito através da secretaria do secretário municipal.

DIRECÇÕES E COMISSÕES LOCAIS

Muitos municípios estabelecem direcções e comissões para aconselharem o conselho sobre vários serviços, tais como bibliotecas, habitação e facilidades recreativas. O conselho nomeia pessoas da comunidade para servirem nestas direcções. Se estiver interessado em fazer parte duma determinada direcção, deve contactar o secretário municipal. O secretário pode informá-lo sobre a próxima nomeação de pessoas pelo conselho. Pode também procurar publicidade no jornal local pedindo voluntários para fazerem parte duma direcção ou comissão.

DIRECÇÕES DE EDUCAÇÃO

As direcções de educação, são muitas vezes designadas por direcções escolares e fazem parte integrante do governo municipal. O Governo do Ontário, através do Ministério da Educação, estabelece em toda a província as normas gerais para as escolas. Localmente, as direcções eleitas pelos residentes decidem qual a melhor maneira de satisfazer as necessidades dos estudantes, dentro das normas estabelecidas pela província. Os membros da direcção, apelidados de “fiduciários” administram a construção e manutenção de escolas, empregam os professores e o pessoal necessário para o funcionamento das escolas, autorizam os programas académicos e aprovam os livros a serem usados.

Si tiver alguma preocupação acerca da educação na sua área, telefone ou escreva para os fiduciários ou para a direcção de educação local, dirigindo-se ao director da direcção de educação.

PUBLIC UTILITIES COMMISSIONS

In many communities, a public utilities commission supplies electricity. The commission's responsibilities include:

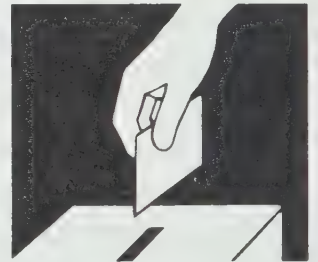
- setting the prices local residents and businesses pay for electricity;
- planning the provision of electricity to new commercial, industrial and residential developments;
- management of the electric utility.

The public utilities commission may also be responsible for other services such as water purification and distribution, and public transit. In places where it only supplies electric service, the commission may be known as the hydro-electric commission.

Public utilities commissions may be appointed by municipal councils or elected by the residents. Where there is no commission, electricity is provided by the municipality.

LOCAL GOVERNMENT ELECTIONS

Members of local municipal councils, school boards and some public utilities commissions are elected by the people they serve.



How Are Municipal Councillors Elected?

The way councillors are elected differs from municipality to municipality. There are two methods of electing municipal councillors:

- at large
- by ward

COMISSÕES DE SERVIÇOS PÚBLICOS

Em muitas comunidades, uma comissão de serviços públicos é responsável pelo fornecimento de electricidade. A comissão tem a responsabilidade de:

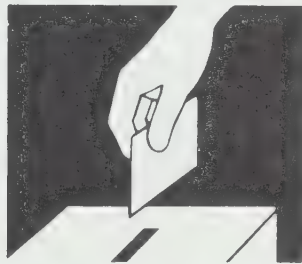
- estabelecer a taxa que os residentes e comerciantes pagarão pela electricidade;
- planear o fornecimento de electricidade para novos desenvolvimentos residenciais, comerciais e industriais;
- administrar os serviços de electricidade.

A comissão de serviços públicos pode também ser responsável por outros serviços tais como purificação e abastecimento de água e transportes públicos. Em localidades onde fornece sómente serviços de electricidade, a comissão pode ser conhecida como a comissão hidro-eléctrica.

As comissões de serviços públicos podem ser nomeadas pelos conselhos municipais ou eleitas pelos residentes. A electricidade é fornecida pelo município em locais onde não existe uma comissão.

ELEIÇÕES MUNICIPAIS

Os membros dos conselhos municipais locais tanto como as direcções escolares e algumas comissões de serviços públicos são eleitos pelas pessoas que servem.



Como São Eleitos os Conselheiros Municipais?

A forma como os conselheiros são eleitos difere de município para município. Existem dois métodos para eleger os conselheiros municipais:

- eleição geral
- eleição por distrito eleitoral

In a municipality where the councillors are elected at large, all councillors represent the entire municipality. In an election, the voters choose among all candidates who are running in the election. If eight councillors are to be elected to municipal council, for example, each voter may vote for eight candidates. When the votes are counted, the eight candidates with the highest number of votes win the election and become the new councillors.

Many larger municipalities are divided into geographic areas called wards. Depending on the municipality, each ward may have one, two or even three representatives on council. Voters in each ward can choose only among the candidates who are running for election in that ward. For example, if a municipality has eight council members and four wards, two councillors will be elected from each ward. Each voter chooses two candidates from among the candidates running in that ward. In each ward, the two candidates with the highest number of votes will serve on council.

What About Metro Toronto Council?

Metro Toronto councillors are elected directly to Metro Council by voters in each ward. Metro Council also includes the mayors of the six local municipalities which form Metro Toronto. One of the members of council is chosen by the council itself to be Metro chairman.

How Is The Head of Council Elected?

The head of a local council is always elected at large by all of the voters in the municipality. In a city or town, the head of council is called a mayor. In a village or township, the head of council is called a reeve. A deputy reeve is also elected in some municipalities.

What about County Councils?

Members of county council are not elected directly by the voters. Instead, reeves and some deputy reeves from the local councils also sit on county councils.

The head of county council is called a warden. The council itself selects the warden each year from among its members.

Num município onde os vereadores são eleitos numa eleição geral, todos eles representam todo o município. Numa eleição, os votantes escolhem entre todos os candidatos que concorrem na eleição. Por exemplo, se tem que haver oito vereadores eleitos para o conselho municipal, cada votante pode votar em oito candidatos. Quando os votos são contados, os oito candidatos com o maior número de votos ganham a eleição e passam a ser os novos vereadores.

Muitos dos municípios maiores estão divididos em áreas geográficas designadas por distritos eleitorais. Dependendo do município, cada distrito eleitoral pode ter um, dois ou até mesmo três representantes no conselho. Os votantes em cada distrito eleitoral podem escolher somente os candidatos que concorrem nas eleições daquele distrito. Por exemplo, se um município tem oito membros no conselho e existem quatro distritos eleitorais, serão eleitos dois vereadores em cada distrito. Cada votante escolhe dois candidatos entre todos os concorrentes na eleição do distrito. Os dois candidatos com o maior número de votos em cada distrito servirão no conselho.

Como é Eleito o Conselho de Metro Toronto?

Os vereadores de Metro Toronto são eleitos directamente para o “Conselho de Metro” pelos votantes de cada distrito eleitoral. O Conselho de Metro inclui também os presidentes dos seis municípios locais os quais formam Metro Toronto. Um dos membros do Conselho é escolhido pelo próprio Conselho, para ser o presidente (chairman) de Metro Toronto.

Como é Eleito o Presidente do Conselho?

O presidente do conselho local é sempre eleito por todos os votantes do município. Numa cidade ou vila, o presidente do conselho é intitulado de “mayor” – presidente da câmara. Numa aldeia ou freguesia, o chefe do conselho é intitulado “reeve” – presidente do conselho. Nalguns municípios, também é eleito um “deputy reeve” – vice-presidente do conselho.

E os Conselhos de Comarca?

Os membros do conselho da comarca não são directamente eleitos pelos votantes. Os “reeves” e alguns “deputy reeves” dos conselhos locais também têm assento nos conselhos de comarca.

O chefe do conselho da comarca é intitulado um “warden”. O próprio conselho selecciona todos os anos, entre os seus membros, um “warden”.

What about Regional Councils?

Regional council members are selected in various ways. Some are elected by the voters to sit on regional council. Some are elected to sit on both the regional council and the local municipal council. In some municipalities, members of local municipal councils are appointed by their councils to serve at the regional level. The mayor or reeve of a local municipality is always a member of the regional council.

The head of a regional council is called a chairman. The chairman is chosen by the members of council. An exception is the Region of Hamilton-Wentworth, where the chairman is elected by the voters at large.

How Are School Boards Elected?

In Ontario, there are two publicly supported school systems, a “public” school system, and a Roman Catholic “separate” school system. Each system has its own local boards in most areas.

School trustees for both public and separate school boards are elected at the same time as municipal councillors. If you are Roman Catholic, you may vote for public school trustees or separate school trustees, but not both. To vote for separate school trustees, you must assign the school support part of your property taxes to the separate school board. Unless you request that your taxes are paid to the separate school board, they will automatically go to the public school board.

In many areas of the province, education is available in both of Canada’s official languages – English and French. School boards in these areas have English and French language sections to administer the two language programs. If your school board has English and French language sections, you may vote for either English or French language trustees. You cannot vote for both.

E os Conselhos Regionais?

Os membros do conselho regional são seleccionados de várias formas. Alguns são eleitos pelos votantes para terem assento no conselho regional. Outros são eleitos para terem assento tanto no conselho regional como no conselho municipal local. Nalguns municípios, os membros dos conselhos municipais locais são nomeados pelos seus próprios conselhos para servirem a nível regional. Os presidentes do município local fazem sempre parte do conselho regional.

O chefe do conselho regional é intitulado “chairman” – director/presidente. Este é escolhido pelos membros do conselho. A Região de Hamilton-Wentworth é uma excepção, pois que o presidente do conselho regional é eleito pelos votantes.

Como São Eleitas as Direcções Escolares?

Existem dois sistemas escolares no Ontário financiados com dinheiros públicos; um, o sistema escolar “público”, o outro, Católico “separado”. Por quase toda a província, cada sistema tem as suas próprias direcções escolares locais.

Os fiduciários escolares tanto do sistema público como Católico são eleitos na mesma altura que os vereadores municipais. Se é Católico Romano, pode votar nos fiduciários do sistema público ou Católico mas não em ambos. Ao votar no fiduciário que representa o sistema escolar Católico, tem que designar que a porção da sua contribuição predial destinada para as escolas seja creditada a favor da direcção escolar Católica. Terá que pedir que os impostos que paga sejam atribuídos a favor da direcção escolar Católico, pois doutra forma estes serão automaticamente dirigidos para apoio da direcção escolar pública.

Em muitas áreas da província existe educação em ambas as línguas oficiais do Canadá – Inglês e Francês. As direcções escolares destas áreas têm departamentos de língua Inglesa e Francesa para administrem os programas em qualquer das duas línguas oficiais. Se a direcção escolar da sua área tiver departamentos de Inglês e Francês, pode votar a favor do fiduciário em representação da língua Inglesa ou Francesa. Não pode votar em ambos.

How Are Public Utilities Commissions Elected?

Where the public utilities commission is elected, it consists of:

- the head of the local municipal council; and
- two or four elected commissioners.

Commission members are elected at the same time as municipal councillors and school board trustees.

When Are Local Elections Held?

Local elections in Ontario are held every three years on the second Monday in November. For example, 1988, 1991 and 1994 are municipal election years.

Who Can Vote in the Elections?

Anyone can vote in a municipal election who, on the day of the election, is:

- 18 years of age or older;
- a Canadian citizen; and
- either a resident of the municipality or a property owner or tenant in the municipality during a specified period just before the election.

To be able to vote, your name must be on the list of eligible voters, called a polling list.

If you are on the polling list, you should receive a card in the mail telling you that you are eligible to vote. If you think you are eligible to vote, but have not received a card by mid-September in an election year, call your municipal clerk. The clerk will tell you what to do in order to be able to vote.

Who Can Be a Candidate?

Any person who is eligible to vote may be a candidate for a position on a municipal council or public utilities commission. To be a candidate for a school board, you must meet certain qualifications which apply only to boards of education. For more detailed information, contact the director of education for your board.

Como São Eleitas as Comissões de Serviços Públicos?

Quando a comissão de serviços públicos é eleita, esta consiste:

- do chefe do conselho municipal local; e
- de dois ou quatro comissários eleitos.

Os membros da comissão são eleitos na mesma altura das eleições para os conselheiros municipais e para os fiduciários das direcções escolares.

Quando São Realizadas as Eleições Locais?

No Ontário, as eleições municipais são realizadas de três em três anos na segunda segunda-feira de Novembro. Por exemplo, 1988, 1991 e 1994 são anos de eleições municipais.

Quem Pode Votar nas Eleições?

Qualquer pessoa pode votar numa eleição municipal desde que no dia da eleição:

- tenha dezoito ou mais anos de idade;
- seja cidadão Canadano; e
- seja residente do município ou um proprietário ou inquilino do mesmo durante um determinado período de tempo antecedente às eleições.

Para poder votar, o seu nome tem que constar na lista de votantes elegíveis, conhecida por “polling list” – lista eleitoral.

Se constar da lista de votos, deve receber um postal pelo correio, dizendo que tem direito a votar. Se pensa que tem direito a votar e se não receber um cartão até meados de Setembro do ano eleitoral, telefone para a secretaria municipal. O secretário informá-lo-á sobre o que deve fazer para que possa votar.

Quem Se Pode Candidatar?

Qualquer pessoa que tem direito a votar pode candidatar-se para uma posição no conselho municipal ou comissão de serviços públicos. Para se candidatar a uma direcção escolar tem que ter determinadas qualificações adicionais as quais dizem sómente respeito às direcções escolares. Para informações mais detalhadas deve contactar o director da direcção escolar da sua área.

Each candidate must file a nomination paper with the municipal clerk at least twenty-one days before polling day. The nomination paper must be signed by at least ten other qualified voters.

When people speak about candidates in federal or provincial elections, they usually refer to the political party that each candidate represents. In municipal elections, although people may know which political party a candidate supports, the candidates are not elected to represent a political party.

Where to Vote

The place where people vote is called a poll, or polling place. Each poll has one or more voting compartments, so that voters can mark their votes in secrecy.

Typical locations for polling places are schools, community centres, churches and apartment buildings. Wherever possible, polling places are made accessible to persons with physical handicaps.

If you are eligible to vote, you should receive a card telling you where your polling place is. If you do not receive a card, or if you have any questions about where to vote, call the municipal clerk.

Who Runs the Election?

A local election is the responsibility of the municipal clerk, who serves as the returning officer. The returning officer hires, trains and pays the poll officials and makes sure that the election is conducted fairly.

Each polling place is looked after by a deputy returning officer and a poll clerk. They supervise the vote. If you have any questions, they will be able to help you.

When Are the Election Results Known?

The returning officer must announce the results of all local elections three days after the election at the latest.

However, results are usually known on election night and are reported on television and radio. By the next day more detailed reports appear in newspapers.

Cada candidato tem que submeter ao secretário municipal uma declaração nominativa, no mínimo, vinte e um dias antes das eleições. A declaração nominativa tem que ser assinada no mínimo por mais dez votantes com direito a voto.

Quando se fala sobre candidatos nas eleições federais ou provinciais, normalmente faz-se referência ao partido político que cada candidato representa. Embora nas eleições municipais as pessoas possam saber qual o partido político que um candidato apoia, os candidatos não são eleitos para representarem um partido político.

Local de Votação

O local de votação é conhecido por “poll” ou “polling place” – local eleitoral. Cada local eleitoral tem um ou mais cubículos de voto pois que desta forma os votantes podem marcar o boletim de voto em privacia. Os locais normalmente utilizados como local eleitoral são as escolas, os centros comunitários, as igrejas e os edifícios de apartamentos. Sempre que possível, os locais de voto são tornados acessíveis a pessoas com incapacidades físicas.

Se tem direito a voto, deve receber um postal indicando o local onde deve votar. Se não receber este postal ou se tiver algumas perguntas sobre o local eleitoral, telefone para o secretário municipal.

Quem Administra a Eleição?

Uma eleição local é da responsabilidade do secretário municipal o qual também actua como “returning officer” – escrutinador. Este emprega, treina e paga aos funcionários escrutinadores e garante que a eleição seja apropriadamente conduzida.

Cada local eleitoral é supervisionado por um escrutinador responsável e um secretário de votação. O acto eleitoral é vigiado por estes agentes. No caso que tenha algumas dúvidas, estes agentes poderão ajudá-lo.

Quando São Conhecidos os Resultados da Eleição?

O escrutinador principal deve dar a conhecer os resultados publicamente, três dias após a eleição. Contudo, os resultados são normalmente conhecidos na noite das eleições através da rádio e televisão. No dia seguinte, os jornais publicam notícias mais pormenorizadas.

LOCAL GOVERNMENT FUNDING



Local governments in Ontario spend about \$18 billion each year. Half of this amount is for education.

About one-third of the \$18 billion comes from property taxes. Less than one-third comes from transit fares, rentals at the municipal arena, charges for parking and other “user fees.” The balance comes from grants and subsidies from the Ontario Government and the Federal Government.

The people and businesses that use electricity pay for what they use. Your tax dollars are not used to support electric services.

Property Taxes

Your local government must collect property taxes from each property owner. Municipal and school board taxes are collected by the local municipality on the same tax bill. Tenants pay a portion of their landlord’s taxes through their rent.

How does the municipality know how much tax each property owner should pay? There are three steps in setting the amount.

1) Assessing the Property

Assessing the value of property is the responsibility of the provincial government. Each property is examined by an “assessor,” a person skilled at determining the value of property. The assessor assigns a value to the property based on the amount the property would be worth if it was sold. The assessed value, called the property assessment, is not the actual dollar value of the property, but only a percentage of it.

If you wish to know the assessed value of any property, visit the municipal clerk’s office and ask to see the assessment roll. The assessed value of each property in your municipality is listed on the roll. If the assessed value of your property changes, you will receive a Notice of Assessment, telling you what the new assessment is. A sample of a Notice of Assessment is on the following page.

FINANCIAMENTO DOS GOVERNOS MUNICIPAIS

As autarquias locais do Ontário gastam por ano cerca de \$18 biliões de dólares. Metade desta quantia é atribuída à educação.



Cerca de um terço dos \$18 biliões é obtido através dos impostos prediais. Menos do que um terço é obtido através da cobrança feita nos transportes, no estacionamento, de rendas provenientes de arenas municipais, e de outras cobranças feitas aos utentes. O balanço é obtido através de créditos e subsídios dados pelo Governo do Ontário e pelo Governo Federal.

As pessoas e comerciantes que usam electricidade pagam aquela que é consumida. Os impostos que paga não são usados para financiar os serviços de electricidade.

Impostos Prediais

A autarquia local tem que cobrar impostos prediais a todos os donos de propriedades. Os impostos municipais e das direcções escolares são cobrados pelo município local no mesmo aviso de cobrança. Os inquilinos pagam parte dos impostos cobrados ao senhorio, através da renda que pagam.

Como é que o município determina qual o imposto a ser pago por cada proprietário? Este imposto é estabelecido segundo os três métodos abaixo descritos.

1) Como é Atribuída a Avaliação a uma Propriedade

A avaliação do valor das propriedades é da responsabilidade do governo provincial. Cada propriedade é avaliada por um “assessor” – assessor, um perito em avaliação de propriedades. O assessor atribui um valor à propriedade, baseado no valor que esta teria acaso fosse vendida. Esta avaliação, conhecida por “property assessment” – avaliação de propriedade, não é o verdadeiro valor da propriedade mas apenas uma percentagem deste.

Se quiser saber o valor atribuído a qualquer propriedade, basta ir à secretaria municipal e pedir para ver o “assessment roll” – registo de avaliação de propriedades. A avaliação atribuída a cada propriedade no município é enumerada neste registo. Se houver uma alteração no valor atribuído à sua propriedade, receberá um “Notice of Assessment” – Aviso de Avaliação de Propriedade, notificando-o da nova avaliação. Encontra-se uma amostra do “Notice of Assessment” na página seguinte.

Notice of Property Valuation
(Notice of Assessment)

① Effective From	Property Identifier (Roll Number) 24 01 020 260 069 25 0000	Neighbourhood 205
Municipality C4 Your Municipality		

This Notice of Property Valuation shows the **Assessed Value of the property** which you own or occupy. This assessment is the value on which property taxes (municipal and education) will be levied based on mill rates calculated by your municipality. Mill rates are established to raise the funds to meet municipal, county or region and school board needs.

The relationship between assessment and tax is: **Assessed Value X Mill Rate = Taxes.**

Additional information about the numbered items can be found on the reverse side.

Name and Address of Person(s) Assessed

OWNER

Your Name

Your Address

② School Support Designation

PUBLIC

Location and
Description of
Property

PLAN M253 LOT 8

Frontage

Depth

Area

61.48

115.42

③ For the purpose of Assessment, this property is classed as	④ Estimated Market Value in 1984	⑤ Property Class % X	Assessed Value	⑥ Type of Mill Rate to be used for Taxation	⑦ Business Assessment
RESIDENTIAL	181,000	7.200%	13,032	RESIDENTIAL	NOT APPLICABLE

ALL PROPERTIES IN YOUR MUNICIPALITY HAVE BEEN REASSESSED THIS YEAR.

If you require any assistance, please contact the Regional Assessment Office at

Your Regional Office

You may meet with an assessor to discuss any of the information shown on this Notice at the Open House Session(s) listed below.

An amended Notice will be issued if a correction should be made to any information shown on this Notice before

Notice of Complaint under section 39 of the Assessment Act (Appeal) If you believe you have been improperly assessed, you or your agent may lodge a complaint by completing the reverse side and forwarding to

Important:

If your previous assessment is under appeal at the time you receive this Notice, or if this Notice does not reflect the most recent decision of the Board, it is necessary that you again lodge a complaint with the Assessment Review Board against this assessment.

Regional Registrar, Assessment Review Board

SUITE 300
390 DAVIS DR
NEWMARKET ONT L3Y 2N9

Mail Complaint by

Property Identifier (Roll Number)

24 01 020 260 069 25 0000

Neighbourhood

205

2081A (04/05)

Notice of Property Valuation
(Notice of Assessment)

① Effective From	Property Identifier (Roll Number)	Neighbourhood
	24 01 020 260 069 25 0000	205
Municipality		
C4 Your Municipality		

This Notice of Property Valuation shows the **Assessed Value of the property** which you own or occupy. This assessment is the value on which property taxes (municipal and education) will be levied based on mill rates calculated by your municipality. Mill rates are established to raise the funds to meet municipal, county or region and school board needs.

The relationship between assessment and tax is: **Assessed Value X Mill Rate = Taxes.**

Additional information about the numbered items can be found on the reverse side.

Name and Address of Person(s) Assessed	② School Support Designation
OWNER Your Name Your Address	PUBLIC
	Location and Description of Property PLAN M253 LOT 8
	Frontage Depth Area
	61.48 115.42

③ For the purpose of Assessment, this property is classed as	④ Estimated Market Value in 1984	⑤ Property Class %	Assessed Value	⑥ Type of Mill Rate to be used for Taxation	⑦ Business Assessment
RESIDENTIAL	181,000	X 7.200%	13,032	RESIDENTIAL	NOT APPLICABLE

ALL PROPERTIES IN YOUR MUNICIPALITY HAVE BEEN REASSESSED THIS YEAR.

CÓPIA

If you require any assistance, please contact the Regional Assessment Office at	You may meet with an accessor to discuss any of the information shown on this Notice at the Open House Session(s) listed below.	An amended Notice will be issued if a correction should be made to any information shown on this Notice before	
Your Regional Office		Regional Registrar, Assessment Review Board	Mail Complaint by
Notice of Complaint under section 39 of the Assessment Act (Appeal) If you believe you have been improperly assessed, you or your agent may lodge a complaint by completing the reverse side and forwarding to Important: If your previous assessment is under appeal at the time you receive this Notice, or if this Notice does not reflect the most recent decision of the Board, it is necessary that you again lodge a complaint with the Assessment Review Board against this assessment.		SUITE 300 390 DAVIS DR NEWMARKET ONT L3Y 2N9	
		Property Identifier (Roll Number)	Neighbourhood
		24 01 020 260 069 25 0000	205

2091A (6609)

If you feel your property has been unfairly assessed, you can do a number of things. First, talk with a provincial assessor at the regional assessment office. The address and telephone number of your regional office is listed on the Notice of Assessment form. You may call your regional office at any time for assistance or for an explanation of your assessment.

Open houses are held shortly after notices of changes in assessment are sent out. Open houses are informal get-togethers usually held at local schools or halls to allow owners who have questions about their assessment to discuss them with the assessors. If you cannot attend an open house, you can make an appointment to meet the assessor elsewhere.

If, after talking to an assessor, you are not satisfied, you may appeal your assessment to the Assessment Review Board. The board may lower your assessment if it feels that a decrease is justified. Your property assessor will help you in making the appeal and will explain the appeal procedures to you.

2) Setting the Mill Rate

The property tax you pay is based on your property assessment and the mill rate.

The mill rate is set by the municipality each year:

- First, council calculates how much it will cost to provide the needed municipal services.
- Next, council estimates the amount of revenue that the provincial government will supply through grants. To that total it adds the amount it expects to raise through user fees. This amount is subtracted from the total cost of services as calculated above.
- Council establishes a mill rate that will allow the remaining amount to be collected from the property owners.

The mill rate is a number based on each \$1,000 of property assessment. For example, a mill rate of 60 means that your local government is going to charge \$60 in taxes on each \$1,000 of assessment.

Acaso não concorde com a avaliação atribuída à sua propriedade, pode tomar os passos seguintes. Primeiramente, fale com o assessor provincial no escritório regional de avaliação de propriedades. O endereço e número de telefone do escritório regional encontra-se alistado no aviso de avaliação que recebeu (Notice of Assessment). Pode contactar em qualquer momento o seu escritório regional para ser esclarecido ou informado acerca da avaliação atribuída à sua propriedade.

Pouco tempo depois dos avisos de alteração na avaliação serem enviados, são realizadas reuniões informais em escolas ou centros comunitários para proporcionar aos proprietários a oportunidade de discutirem com os assessores, quaisquer questões que tenham acerca da avaliação atribuída. Não podendo comparecer nesta reunião, pode marcar uma entrevista para falar com o assessor noutro lugar qualquer.

Se depois de falar com um assessor, não ficar satisfeito, pode apelar a avaliação que lhe foi atribuída à “Assessment Review Board” – Direcção de Revisão de Avaliação. A direcção talvez possa baixar a avaliação se concluir que uma diminuição é justificável. O assessor de propriedades ajudá-lo-á a fazer o apelo e explicar-lhe-á os procedimentos de apelo.

2) Como é Estabelecida a Taxa de Imposto

O imposto predial que paga é baseado na avaliação da sua propriedade e no “mill rate” – taxa de imposto.

Esta taxa é estabelecida todos os anos pelo município:

- Em primeiro lugar, o conselho calcula qual será o custo dos serviços necessários a serem prestados pelo município.
- Seguidamente, o conselho calcula o montante que o governo provincial dará através de subvenções. A esta quantia adiciona as receitas que espera apurar. Este montante é subtraído do custo total dos serviços tal como acima calculado.
- O conselho estabelece a taxa de imposto a ser cobrada aos proprietários de forma a poder adquirir o balanço dos fundos necessários.

A taxa de imposto é um número baseado em cada mil dólares da avaliação da propriedade. Por exemplo, uma taxa de 60 significa que o seu município cobra \$60.00 de imposto por cada \$1,000.00 de avaliação.

3) Calculating Your Taxes

Once the assessment and the mill rate are set, the municipality calculates each property owner's taxes by:

- dividing the assessed value of the property by 1,000, and
- multiplying the result by the mill rate.

For example, if the assessed value of your property is \$6,000 and the mill rate is 60, your municipal taxes would be \$360.

Paying Your Property Taxes

If you own property, a property tax bill showing the amount of property taxes you must pay and when payment is due, will be sent to you.

“Interim” Tax Bill

Local government tax rates are often not finalized until several months into each new year. Yet municipalities and schools still have to spend money during these months. Therefore for the first part of the year, most municipalities send out “interim” tax bills. These are based on the previous year's taxes. Once the tax rates are finalized, any necessary adjustments to your taxes will be made on the bill for the remainder of the year.

Instalments

Municipalities often arrange for taxes to be paid in instalments. This gives the municipality a continuing flow of money to pay its bills, and it allows you to make a series of smaller payments rather than paying the entire amount at once.

The person whose name appears on the tax bill is responsible for paying the property taxes. In most municipalities, taxes may be paid at the municipal office or at any chartered bank or trust company listed on the tax bill. If you want to know more about your taxes, contact your municipal treasurer. Samples of an Interim Tax Bill and a Regular Realty Tax Bill are on the following page.

3) Como é Calculado o Imposto que Paga

Uma vez estabelecida a avaliação da propriedade e a taxa de imposto, o município determina o imposto predial a ser pago por cada proprietário da seguinte forma:

- dividindo o valor da avaliação da propriedade por mil, e
- multiplicando o resultado pela taxa.

Por exemplo, se o valor atribuído à sua propriedade é de \$6,000.00 e a taxa de imposto é 60, o seu imposto municipal será \$360.00.

Pagamento do Imposto Predial

Se é proprietário, ser-lhe-á enviado um aviso de pagamento mostrando o montante dos impostos a pagar e a data de vencimento.

Aviso de Pagamento Interino de Imposto

Muitas vezes, a taxa de imposto é sómente estabelecida alguns meses após o início do novo ano. De qualquer das formas, os municípios e as escolas têm que despende dinheiro durante estes meses. Por esta razão, a maior parte dos municípios enviam um “interim” tax bill – aviso de pagamento interino nos primeiros meses do ano. Este é baseado na contribuição do ano anterior. Uma vez que a taxa de imposto fique estabelecida, qualquer ajustamento necessário ao imposto que paga será feito no aviso referente ao resto do ano.

Prestações

Os municípios muitas vezes facilitam que o imposto predial seja pago em prestações. Este processo proporciona uma entrada contínua de verbas ao município enquanto que permite ao contribuinte o pagamento em prestações mais pequenas em vez de um pagamento único.

O nome da pessoa que aparece no aviso de pagamento é responsável pelo pagamento do imposto predial. Na maior parte dos municípios, os impostos podem ser pagos no escritório municipal ou em qualquer banco ou companhia “trust” mencionados no próprio aviso. Se desejar mais informações acerca dos seus impostos, contacte a tesouraria municipal. A página seguinte contém uma cópia do “Interim Tax Bill” – aviso de pagamento interino e do “Regular Realty Tax Bill” – aviso de pagamento regular.

Your Municipality

198-

INTERIM REALTY TAX BILL

ASSESSMENT (IN DOLLARS)

TOTAL 6975

ROLL NUMBER 12-3-470-00400

AGENCY CODE

TAXES (\$)

INTERIM TAX 935.00

1234700040000003

OWNER,
TENANT
or
LESSEE

Your Name
Your Address

DUE DATE(S)	INSTALMENT(S)	AMOUNT(S)
FEB.		313.00
MAR.		311.00
APR.		311.00

SEE REVERSE
FOR RECEIPTING

LOCATION/DESCRIPTION OF PROPERTY

PLAN M1808 LOT 2139
43.00FR 107.58D

Your Municipality

198-

REGULAR REALTY TAX BILL

ASSESSMENT (IN DOLLARS)

RES. SEP 6975

ROLL NUMBER 12-3-470-00400

AGENCY CODE

TAXES (\$)	
EDUCATION	1,055.04
METRO	487.14
CITY	458.67
TOTAL	2,000.85
LESS INTERIM	935.00
NET AMOUNT	1,065.85

1234700040000003

OWNER,
TENANT
or
LESSEE

Your Name
Your Address

DUE DATE(S)	INSTALMENT(S)	AMOUNT(S)
JUN.		267.85
JUL.		266.00
AUG.		266.00
SEP.		266.00

SEE REVERSE
FOR RECEIPTING

LOCATION/DESCRIPTION OF PROPERTY

PLAN M1808 LOT 2139
43.00FR 107.58D

Your Municipality

198-

INTERIM REALTY TAX BILL

ASSESSMENT (IN DOLLARS)

TOTAL6975

ROLL NUMBER12-3-470-00400

AGENCY CODE

TAXES (\$)

INTERIM TAX935.00

1234700040000003

OWNER,
TENANT
or
LESSEE

Your Name
Your Address

DUE DATE(S) INSTALMENT(S) AMOUNT(S)

FEB.313.00
MAR.311.00
APR.311.00

SEE REVERSE
FOR RECEIPTING

LOCATION/DESCRIPTION OF PROPERTY

PLAN M1808 LOT 2139
43.00FR 107.58D

Your Municipality

198-

REGULAR REALTY TAX BILL

ASSESSMENT (IN DOLLARS)

RES. SEP6975

ROLL NUMBER12-3-470-00400

AGENCY CODE

TAXES (\$)

EDUCATION1,055.04
METRO487.14
CITY458.67
TOTAL2,000.85
LESS INTERIM935.00
NET AMOUNT1,065.85

1234700040000003

OWNER,
TENANT
or
LESSEE

Your Name
Your Address

DUE DATE(S) INSTALMENT(S) AMOUNT(S)

JUN.267.85
JUL.266.00
AUG.266.00
SEP.266.00

SEE REVERSE
FOR RECEIPTING

LOCATION/DESCRIPTION OF PROPERTY

PLAN M1808 LOT 2139
43.00FR 107.58D

What Happens if Taxes Are Not Paid?

Taxes should be paid on or before the due date indicated on the tax bill. Municipalities charge interest on taxes that are not paid on time. If taxes remain unpaid at the end of the year, the municipality may require that a penalty be paid in addition to the taxes and any interest owing.

If taxes remain unpaid for three years, the municipality may sell the property for non-payment of property taxes. Land which has not yet been built on may be sold for non-payment after two years.

Tax Grants for Senior Citizens

Ontario residents who are over sixty-five years of age are entitled to receive a Property Tax Grant from the Ontario government. The Property Tax Grant provides up to \$600 per household to offset municipal and school taxes paid by homeowners. Tenants who are senior citizens qualify for \$600 or 20% of the rent on a principal residence whichever is lower.

Most people who receive Old Age Security (OAS) and other seniors who previously received a Property Tax Grant will automatically receive application forms in late August. Other seniors should contact the Ontario Ministry of Revenue, Taxpayer Services Branch:

- in Metro Toronto dial 965-8470
- in Oshawa dial 433-5155
- in area code 807, dial 1-800-263-3792
- in area code 416, dial 1-800-263-7700
- in area code 519, 613 and 705, dial 1-800-263-3960

O que Acontece se os Impostos não Forem Pagos?

Os impostos têm que ser pagos até ou antes do prazo indicado no aviso de pagamento. Os municípios cobram juros nos impostos que não são pagos dentro do prazo. No fim do ano, se os impostos continuarem por pagar, o município pode requerer que seja paga uma multa além dos impostos e do juro devido.

Se os impostos continuarem em relaxe por três anos, o município pode vender a propriedade por falta de pagamento dos impostos prediais. Em terrenos em que ainda não foi feita construção, a sua venda pode ser efectuada dois anos após o relaxe.

Subsídios de Impostos para a Terceira Idade

Os residentes do Ontário que têm mais de sessenta e cinco anos de idade têm direito a receber do governo do Ontário um “Property Tax Grant” – subsídio de imposto predial. Este subsídio de imposto predial vai até \$600.00 por família para contrabalançar os impostos municipais e escolares pagos pelos donos das casas. Os inquilinos que são cidadãos de terceira idade têm direito a \$600.00 ou a 20% da renda que pagam pela sua residência principal, dependendo qual seja o valor mais baixo.

A maior parte das pessoas que recebem “Old Age Security Pension” (OAS) – pensão de velhice, e outros cidadãos de terceira idade que já tenham recebido o subsídio de imposto predial, receberão automaticamente os respectivos formulários nos fins de Agosto. Os outros cidadãos de terceira idade devem contactar o Ontario Ministry of Revenue, Taxpayer Services Branch:

- na cidade de Toronto, telefonar para 965-8470
- em Oshawa, telefonar para 433-5155
- na área com o indicativo 807, telefonar para 1-800-263-3792
- na área com o indicativo 416, telefonar para 1-800-263-7700
- nas áreas com os indicativos 519, 613 e 705, telefonar para 1-800-263-3960

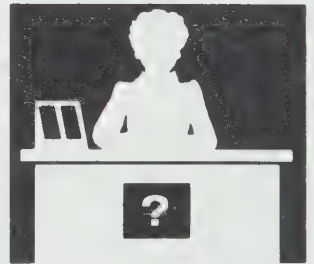
GUIDE TO LOCAL GOVERNMENT SERVICES

The rest of this handbook is a guide to the services local government provides. Because of differences in type and size, not all municipalities provide the same services. In general, the large, urban municipalities offer more services to their residents than do the small, rural municipalities. This guidebook describes the services offered in most urban municipalities. If, after reading this guide, you have any questions about the services provided in your own municipality, contact your municipal office. The number is in the Municipal Government section of the blue pages, at the back of your telephone directory.

To find information on a service quickly, refer to the table of contents at the front of this book.

THE MUNICIPAL CLERK'S OFFICE

There is a municipal clerk in every municipality. It is part of the clerk's job to know which municipal departments or employees do what and where they can be reached. So if you need municipal assistance or information but do not know who to talk to, call the municipal clerk. The clerk's office can be found in the municipal building or offices.



In addition to being a key source of information, the clerk's office handles many other duties, which usually include:

- issuing marriage licences
- recording births, deaths and marriages
- organizing local government elections
- notifying residents of public meetings
- selling dog licences

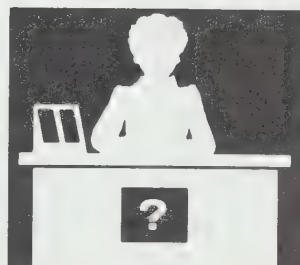
GUIA SOBRE SERVIÇOS MUNICIPAIS

A restante parte do livro é um guia sobre os serviços fornecidos pelo município. Devido às diferenças em tipo e tamanho, nem todos os municípios fornecem os mesmos serviços. Duma maneira geral, os municípios urbanos de maior tamanho oferecem mais serviços ao seus residentes do que os municípios pequenos e rurais. Este guia descreve os serviços oferecidos na maior parte dos municípios urbanos. Se depois de ler este guia tiver algumas perguntas acerca dos serviços prestados pelo município onde reside, contacte a secretaria municipal. Pode écontrar o número nas páginas azuis da lista telefónica sob “Municipal Government” – Governo Municipal.

Para facilmente encontrar informação sobre qualquer serviço, consulte o índice no princípio do livro.

MUNICIPAL CLERK'S OFFICE - SECRETARIA MUNICIPAL

Cada município tem um secretário municipal. Faz parte do trabalho do secretário saber qual a função dos departamentos e dos funcionários municipais e onde podem ser contactados. Portanto, se necessitar de ajuda ou informação municipal mas não sabe com quem falar, telefone para o secretário municipal. A secretaria municipal fica situada na câmara municipal ou nos escritórios da mesma.



Além de ser a principal fonte de informação, a secretaria é responsável por outras funções, as quais normalmente incluem:

- a emissão de licenças de casamento
- registo de nascimentos, óbitos e casamentos
- organizar eleições municipais
- avisar os residentes sobre reuniões públicas
- venda de licenças caninas

The municipal clerk is also in charge of keeping all municipal documents. To get a copy of a by-law, report or other document, visit the clerk's office.

Business Licences

A special licence is required to carry on many different businesses or trades in a municipality. If you want to open a restaurant, start a taxicab company or operate a public parking lot, you will probably need a municipal licence. If you are thinking of starting your own business, call the municipal clerk and ask if you need a licence.

If the answer is yes, the clerk will tell you how to apply for a licence. Your application will describe the business and where you plan to operate it. The clerk will ask other municipal staff, such as fire and building officials, to comment on the application. Then the application, with their comments, goes to council for approval or rejection.

In some municipalities, council appoints a committee or commission to grant licences. If so, the clerk's office will be able to tell you how to apply.

A licence may be taken away if there are numerous complaints about the operation of a business.

POLICE PROTECTION

The task of protecting people and their property is shared by the federal, provincial and local governments.

The federal police force is the Royal Canadian Mounted Police (RCMP). It enforces certain federal laws.

The Ontario Provincial Police (OPP) conducts certain criminal investigations and patrols provincial highways and waterways. The OPP also provides police services in municipalities which do not have a local police force.



O secretário municipal é também responsável pelo arquivo de todos os documentos municipais. Para obter uma cópia de um regulamento, relatório ou qualquer outro documento, contacte a secretaria municipal.

Licenças Comerciais

Os muitos e diversos negócios e profissões numa municipalidade, requerem uma licença especial. Se quiser abrir um restaurante, começar uma companhia de taxi ou explorar um parque de estacionamento, provavelmente será necessário obter uma licença municipal. Se pensa começar o seu próprio negócio, telefone para o secretário municipal e indague se precisa de uma licença.

Se lhe for dito que sim, o secretário municipal dir-lhe-á como obter tal licença. O seu requerimento deve descrever o negócio e o local onde pensa estabelecer-se. O secretário pedirá a outros funcionários municipais tais como inspectores de fogos e edifícios para comentarem sobre o seu requerimento. Após isso, o requerimento e comentários é submetido ao conselho para ser deferido ou indeferido.

Nalguns municípios o conselho nomeia um comité ou uma comissão cuja função é a concessão de licenças. Sendo esse o caso, a secretaria municipal informá-lo-á como requerer a licença.

Havendo grande número de queixas acerca do negócio, a licença poderá ser suspensa.

PROTECÇÃO POLICIAL

A protecção das pessoas e das suas propriedades é do encargo dos governos federal, provincial e municipal e por estes compartilhado.

A força policial federal é a Royal Canadian Mounted Police (RCMP) – (Polícia Real Canadiana Montada). Esta impõe o cumprimento de certas leis federais. A Ontario Provincial Police (OPP) – (Polícia Provincial do Ontário) procede a determinadas investigações criminais e patrulha as auto-estradas e canais fluviais provinciais. A OPP também presta serviços numa autarquia local que não tenha uma força policial própria.



Large municipalities generally operate their own police force. In most regional municipalities, a single force provides police protection for all of the municipalities in the region. Metropolitan Toronto also operates one force for all its local municipalities.

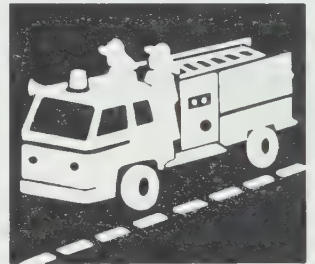
The main duties of municipal police forces are to protect people and their property, to catch offenders and to maintain order in the community. In larger municipalities, the police force may also operate youth bureaus and community service bureaus which offer crime prevention and other educational programs.

If You Need Help

The telephone number for the police is listed in the front of your telephone directory. Keep the number close to the phone at all times. If you need police assistance, call and give your name, where you are and the reason you need help.

FIRE PROTECTION

Each municipality decides how it will provide fire protection services. Most large municipalities have full-time fire-fighters. Many smaller municipalities depend on volunteer firefighters.



If a fire breaks out in your home, and you cannot quickly put it out, leave the building immediately. Call the fire department from the nearest available phone. Give the location of the fire. Seconds can mean the difference between success and failure in controlling the fire. The nearest fire station will send firefighters and equipment to fight the fire.

Fire departments may also provide other services, such as fire prevention education and inspection services, performing rescue work, and resuscitating accident and heart attack victims.

Os municípios maiores têm normalmente a sua própria polícia. Na maior parte dos municípios regionais, uma única força fornece protecção policial para todos os municípios da região. A cidade de Toronto Metropolitano também tem uma força policial que serve todos os seus municípios.

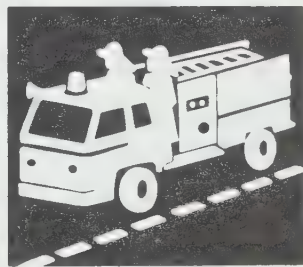
Os deveres principais das forças policiais municipais são: a protecção das pessoas e das suas propriedades, capturar transgressores e manter a ordem na comunidade. Nos municípios maiores a força policial também pode dirigir centros juvenis e centros de serviços comunitários os quais orientam a prevenção criminal e outros programas educacionais.

Se Precisar de Ajuda

O número de telefone da polícia está alistado na primeira folha da lista telefónica. Mantenha este número sempre próximo do telefone. Se necessitar de assistência policial, ao telefonar, diga o seu nome, onde se encontra e a razão porque precisa de ajuda.

BOMBEIROS

Cada município decide como providenciar os serviços de bombeiros. Os municípios maiores têm bombeiros permanentes, os outros dependem dos serviços de bombeiros voluntários.

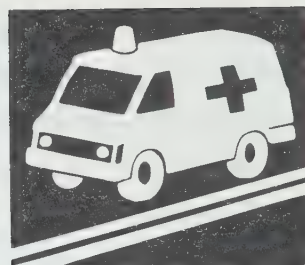


Se houver um incêndio em sua casa, e não o puder apagar rapidamente, saia de imediato e do telefone mais próximo avise os bombeiros do local do incêndio. Segundos podem significar a diferença entre o incêndio poder ser ou não controlado. A estação de bombeiros mais próxima mandará bombeiros e equipamento para apagarem o fogo.

Os bombeiros prestam outros serviços tais como educação sobre a prevenção de incêndios, serviços de inspecção e desempenham serviços de socorros e ressuscitação de vítimas de acidentes e de ataques cardíacos.

AMBULANCE SERVICES

Municipally run ambulance services are available in many larger municipalities. The cost of an ambulance is partially covered by the Ontario Health Insurance Plan (OHIP) if it is medically necessary. Check the front of your telephone directory to see what ambulance services are available in your area. If someone needs emergency medical attention and should not be moved without skilled help or cannot be taken to a hospital by any other means, call the ambulance service.



DIAL 911

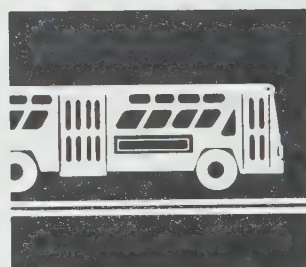
In some areas of the province, you can reach the fire department, police and ambulance services by simply dialing 911 on your telephone. Look in the pages at the front of your telephone directory to see if this service is available in your municipality.



TRANSPORTATION SERVICES

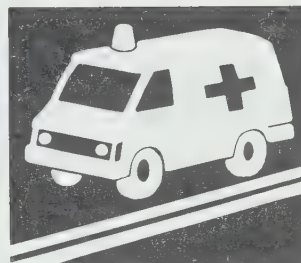
Public Transportation

Public transportation in Ontario includes service by train, subway, streetcar, bus and, in some areas, air. Bus service, which is the most common form of public transportation, is provided in most urban areas.



SERVIÇO DE AMBULÂNCIA

Nos municípios maiores existem serviços de ambulância administrados pelo município. Se for clinicamente necessário, o custo da ambulância está parcialmente coberto pelo Ontario Health Insurance Plan (OHIP) – (Plano de Seguro de Saúde do Ontário). Consulte a lista telefónica para saber quais os serviços de ambulância existentes na sua área. Se alguém precisar de cuidados médicos de urgência e não podendo ser movido sem assistência profissional ou não podendo ser transportado ao hospital por quaisquer outros meios, deve ser pedida uma ambulância.



EMERGÊNCIA – 911

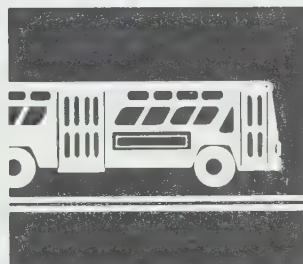
Nalgumas áreas da província, pode obter os serviços da polícia, ambulância e bombeiros, telefonando para o 911. Consulte a lista telefónica para saber se existe este serviço no seu município.



SERVIÇOS DE TRANSPORTE

Transportes Públicos

Os transportes públicos no Ontário incluem: o comboio, o metropolitano, o eléctrico, o autocarro e nalgumas áreas, o avião. O serviço de autocarros é a forma mais comum de transporte público e existe na maior parte dos centros urbanos.



To travel within a municipality, you must have tickets, a pass or cash. Some municipalities sell tickets on the buses. In others, tickets can only be purchased at stations and some stores. Without a ticket or pass you must usually give the driver the exact amount of the fare; the driver will not give you any change back. Senior citizens, children under a certain age, and students with student cards may travel for a lower fare in many municipalities.

Within a municipality, there is normally a set fare per trip, no matter how far you go. If you have to change from one vehicle to another to reach your destination, get a transfer when you pay your fare. You can then continue on to your destination without paying again.

If you are travelling between municipalities, the fare will usually increase according to the distance you are travelling.

Metro Toronto

In Metro Toronto you will find streetcars and a subway system in addition to buses. You can buy tokens as well as tickets and monthly passes. Tickets and tokens can only be purchased at stations and some stores. Paying by cash costs more per trip than buying tickets, tokens or passes.

Do you know how to reach your destination? Many public transit offices provide maps, called “Ride Guides” that show the routes of their buses and other vehicles. You can also phone the public transit office for advice.

Services for the Handicapped

In many municipalities, a special transportation service is available to people who have a physical handicap. If you require such a service, contact the local transit office.

Para usar os transportes públicos, tem que ter bilhetes, um passe ou dinheiro. Em certos municípios pode-se comprar bilhetes nos autocarros. Noutros, os bilhetes podem ser sómente comprados nas estações e nalgumas lojas. Sem um bilhete ou passe, tem que normalmente ter o dinheiro exacto para a passagem, pois que doutra forma não recebe troco. Em muitos municípios, os cidadãos de terceira idade, as crianças até uma certa idade e os estudantes possuidores de cartão estudantil pagam uma passagem reduzida.

Dentro do mesmo município, existe normalmente um preço fixo por viagem, não interessando qual a distância viajada. Se tiver que mudar de um transporte para outro para que possa chegar ao seu destino, tem que obter uma transferência no acto de pagamento da passagem, podendo assim continuar a sua viagem sem ter que pagar novamente.

Se viajar entre municípios, o custo da passagem normalmente aumenta de acordo com a distância a percorrer.

Toronto Metropolitano

Na cidade de Toronto além dos autocarros também encontrará eléctricos e metropolitano. Poderá comprar não só bilhetes e passes mensais como também poderá comprar “tokens” (chapinhas metálicas, equivalentes a bilhetes). Os bilhetes e chapas só podem ser comprados nas estações e nalgumas lojas. Se pagar a sua passagem em numerário, custa-lhe mais do que comprar bilhetes, chapas ou o passe.

Sabe como chegar ao seu destino? Muitas agências de transportes públicos oferecem mapas designados por “Ride-Guides” – roteiros de trajecto, os quais indicam os itinerários dos autocarros e doutros veículos. Para obter mais informações telefone para o escritório do transporte público.

Serviços para os Incapacitados

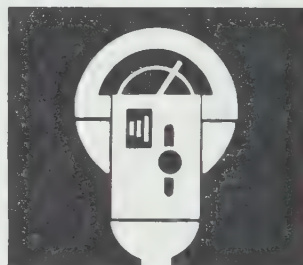
Muitos municípios têm um serviço especial para pessoas que têm incapacidades físicas. Se precisar deste serviço, contacte o escritório do transporte local.

GO Transit

GO (Government of Ontario) transit is a bus and rail service operated by the Ontario Government. It carries passengers between many of the municipalities in and around Metropolitan Toronto. In several municipalities, municipal bus service is free when riding to or from a GO transit station. For more information, contact the nearest GO Transit office or the municipal transit office.

PARKING

Many municipalities restrict parking on some streets. If you park your car where there is a “no parking” sign you may receive a fine, or have your vehicle towed away. Many municipalities also have by-laws which say that vehicles may not be parked on residential streets overnight. To find out if your municipality has such a by-law, contact the municipality.



Where there is a shortage of parking, residents can sometimes apply to the municipality for a permit to park on residential streets overnight. Contact your municipal office to find out about parking in your neighbourhood.

Meter Parking

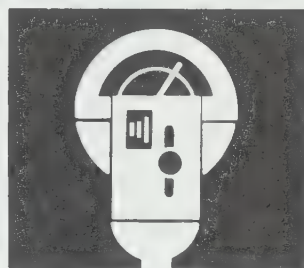
In commercial areas and on main streets you may find parking meters. When you park by a meter, put enough coins in it to cover the time your vehicle will be in the parking space. This is shown on the meter, usually close to where the money is deposited. If you do not, or the meter shows your time has expired, you may be fined. Check on the meter for the length of time that you are allowed to park; most meters will let you stay one or two hours, but in busy places they may let you stay only 15 minutes. Check also on the hours that meter parking applies; usually you do not have to pay in the evenings or on Sundays.

GO Transit

A sigla GO significa Governo do Ontário, sendo o GO Transit um serviço de transporte comutativo em autocarro e caminho de ferro, operado pelo Governo do Ontário. Transporta muitos passageiros entre os municípios, não só os de Toronto Metropolitano mas também os dos arredores. Em vários municípios, o serviço municipal de autocarro é gratuito quando leva ou traz passageiros duma estação do GO Transit. Para mais informações deve contactar o escritório mais próximo do GO Transit ou o escritório municipal de transporte.

ESTACIONAMENTO

Muitos municípios limitam o estacionamento nalgumas ruas. Se estacionar o seu carro onde há uma placa “No Parking” – estacionamento proibido, pode ser multado ou o carro ser rebocado. Muitos municípios também têm regulamentos que proíbem o estacionamento em ruas residenciais durante a noite. Para saber se tais regulamentos existem no seu município, deve contactar a câmara municipal.



Nos locais onde há falta de lugar para estacionar, os residentes podem por vezes, pedir à câmara, uma licença para estacionar durante a noite, em ruas residenciais. Para saber sobre estacionamento na sua vizinhança, deve contactar a câmara municipal.

Parquímetros

É possível que encontre parquímetros em áreas comerciais e nas ruas principais. Ao estacionar num parquímetro, deve introduzir moedas suficientes para cobrir o tempo que o carro estiver a ocupar o lugar do parque. O tempo é indicado no mostrador perto da ranhura onde introduz as moedas. Se não o fizer ou se o mostrador do parquímetro indica o tempo expirado, pode ser multado. Verifique no parquímetro qual o período de tempo que é autorizado a estacionar; a maior parte dos parquímetros permitem um estacionamento de uma a duas horas mas em locais de grande movimento talvez autorizem sómente quinze minutos. Verifique também quais as horas a que o parquímetro se refere; normalmente não tem que pagar durante a noite ou aos domingos.

Parking Fines

If you get a parking ticket, it will require you to pay a fine. Fines may be paid by mail at the address shown on the back of the ticket or sometimes at a chartered bank or trust company. You can either pay the fine or, if you feel that you have been unfairly charged, request a trial.

If you have an unpaid parking fine you will not be able to get your vehicle licence renewed until the fine is paid.

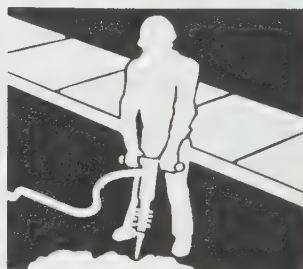
Parking Permits for the Handicapped

Some municipalities provide special stickers for vehicles operated by handicapped persons or by drivers transporting handicapped persons. A vehicle bearing such a sticker is allowed to park in parking spaces reserved for the handicapped. Licence plates bearing the handicapped symbol are issued by the Government of Ontario and can be used in place of the permit.

If you need such a sticker, contact the municipality for information.

ROAD AND SIDEWALK MAINTENANCE

The municipality maintains municipal roads and sidewalks. Maintenance includes cleaning, filling cracks and potholes and doing reconstruction. If you notice an area of road or sidewalk badly in need of repair, contact the municipal public works department or the municipal clerk.



Multas de Estacionamento

Se for multado por transgressão de estacionamento, terá que pagar a multa. As multas podem ser pagas por via postal para a direcção indicada no verso da multa ou por vezes num banco ou companhia “trust.” Pode pagar a multa ou, se acha que foi multado sem justa causa, pode recorrer a tribunal.

Se tiver uma multa por pagar, não poderá renovar a licença de circulação do carro até que a multa seja paga.

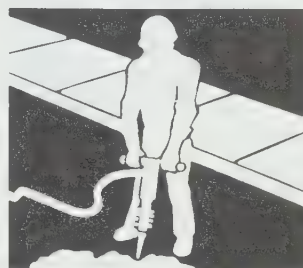
Licenças de Estacionamento para Pessoas Incapacitadas

Alguns municípios emitem vinhetas para veículos utilizados por pessoas incapacitadas ou por condutores que transportam pessoas incapacitadas. Um veículo que disponha duma vinheta destas está autorizado a estacionar em lugares reservados para os incapacitados. As matrículas que têm o símbolo de incapacitado, são emitidas pelo Governo do Ontário e podem ser usadas em vez da vinheta de autorização.

Se precisar duma vinheta, contacte a câmara municipal para obter informações.

CONSERVAÇÃO DAS ESTRADAS E PASSEIOS

A câmara municipal mantém a conservação das estradas e passeios. Esta conservação inclui a limpeza, reparação de buracos, fendas e reconstrução. Se notar um troço de estrada ou passeio em mau estado, deve contactar o departamento de obras públicas ou o secretário municipal.



SNOW REMOVAL

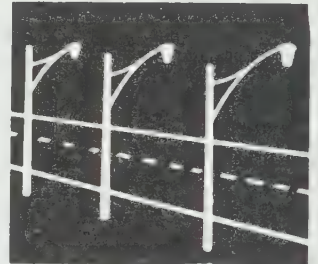
Snow removal from public streets is carried out by the municipality. Responsibility for snow removal from municipal sidewalks varies from municipality to municipality. Some municipalities have small plows that clear the sidewalks. Others require owners or tenants to clear the sidewalk in front of their property. If you are not sure whether you must clear the sidewalk, ask your neighbor or contact the municipality.

Some municipalities have special services for senior citizens and for persons with handicaps who are unable to shovel snow themselves. If you need assistance, call the municipality to see if such a service is offered.



STREET LIGHTING

Street lights are installed and maintained by the local municipality or public utilities commission. They should turn on automatically at dusk and off at dawn. If you feel your neighbourhood requires more street lighting or if you wish to report a broken or burned out light, contact the municipal public works department or the public utilities commission.



REMOÇÃO DE NEVE

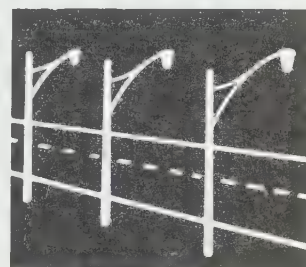
A remoção de neve das ruas públicas é feita pela câmara. A responsabilidade da remoção da neve dos passeios varia de município para município. Alguns municípios têm pequenas máquinas para limparem a neve dos passeios. Outros municípios requerem que os donos ou inquilinos limpem a neve do passeio em frente à propriedade deles. Se não tem a certeza se deve ou não limpar o passeio, pergunte ao seu vizinho ou contacte a câmara municipal.

Alguns municípios têm serviços especiais para cidadãos de terceira idade e para pessoas com dificuldades físicas, as quais não podem elas próprias fazer a limpeza da neve. Se precisa de assistência, telefone para a câmara e informe-se se este serviço é prestado.



ILUMINAÇÃO PÚBLICA

A iluminação pública é instalada e mantida pelo município local ou pela comissão de serviços públicos. A iluminação deve ser ligada ao anoitecer e desligada ao amanhecer automaticamente. Se acha que a sua vizinhança precisa de mais iluminação ou se quiser participar que uma lâmpada está partida ou fundida, deve contactar o departamento de obras públicas ou a comissão de serviços públicos.



GARBAGE COLLECTION AND DISPOSAL



Garbage Collection

Garbage collection is a municipal responsibility. In most urban areas, garbage is collected once a week. Most municipalities ask you to follow rules like these:

- Place garbage as close as possible to the curb, without blocking the public sidewalk.
- Put garbage in cans or plastic bags, not cartons or boxes.
- Do not put garbage out before six p.m. on the day before garbage is collected. Remove garbage cans from the street as soon as possible after collection.
- Wrap broken glass in newspaper and then put it in a plastic bag.
- Put leaves and garden refuse in containers. Do not leave them loose by the roadway. Some municipalities have a special collection of leaves each fall.
- Do not put paints and chemicals in with other garbage. Some municipalities have a special collection for these items. Call the municipal public works department for more information.
- Many municipalities have a special spring and fall collection where there is no limit on the size and weight of items to be picked up. Put out items such as large appliances and furniture for collection at that time.
- There is often a special collection of Christmas trees shortly after Christmas.

Recycling

Many municipalities encourage residents to separate materials such as glass bottles and jars, metal cans and newspapers, from the garbage. These items will be picked up separately for recycling. If the municipality recycles these materials, it will need to dispose of less garbage and thus save money.

RECOLHA E DESPEJO DE LIXO

Recolha de Lixo

A recolha do lixo é uma responsabilidade municipal. Na maior parte das áreas urbanas, o lixo é recolhido uma vez por semana. A maior parte dos municípios sugere que siga as seguintes directrizes:



- Coloque o lixo tão próximo da borda do passeio quanto possível, não impedindo o passeio público.
- Use caldeiros ou sacos de plástico para o lixo mas não use caixas de cartão.
- Não coloque o lixo na rua antes das seis da tarde do dia anterior à recolha do lixo. Retire os caldeiros da rua assim que o lixo tenha sido levado.
- Embrulhe os vidros partidos num jornal e depois meta-o num saco de plástico.
- Ponha as folhas e resíduos do jardim em recipientes. Não os deixe de qualquer maneira à borda da estrada. Alguns municípios fazem uma recolha especial das folhas no outono.
- Não ponha tintas e outros produtos químicos juntamente com o outro lixo. Alguns municípios fazem uma recolha especial destes produtos. Para mais informações telefone para o departamento de obras públicas.
- Muitos municípios têm uma recolha de lixo especial na primavera e outono. Nesta recolha não existe um limite para o tamanho e peso daquilo que é recolhido. Pode deitar fora artigos tais como, grandes aparelhos domésticos e mobiliário pois que serão levados quando esta recolha é realizada.
- Geralmente é efectuada uma recolha especial de árvores de Natal pouco tempo depois do Natal.

Reciclagem

Muitos municípios encorajam os munícipes a separarem o lixo: garrafas e frascos de vidro para um lado, latas para outro e jornais para outro. Estes artigos serão recolhidos separadamente para serem reciclados. Se o município reciclar estes materiais, terá menos rejeição de lixo e por isso poupará dinheiro.

Burning Garbage

Generally, burning garbage is not permitted. For information about the burning of garbage, contact your municipal fire department.

Where to Get More Information

To inquire about collection times or for more information on recycling, contact your municipal clerk's office or the public works department.

RECREATION AND CULTURE

Residents in most municipalities can enjoy a variety of programs and special events in parks, community recreation centres, ice rinks and schools.



Many municipalities offer a variety of sports programs as well as leisure activities such as painting, pottery, quilting and fitness programs. Recreation centres offer dances and weekly games that give people an opportunity to get together. Many programs are free. Some charge a small fee.

Community centres often need volunteers to help with the activities. If you would like to get involved, or for more information concerning municipal recreation programs, contact your local municipal recreation department.

Parks

Most communities have small neighbourhood parks. These parks usually have a grass playing area and play equipment for children.

Many municipalities also have larger community parks that have picnic areas, nature trails and large open spaces.

Queima de Lixo

Geralmente não é permitido queimar-se o lixo. Para informação acerca da queima de lixo, deve contactar o departamento de incêndios municipal.

Onde Obter Mais Informações

Para obter mais informações acerca das horas de recolha de lixo ou de reciclagem, contacte a secretaria da câmara municipal ou o departamento de obras públicas.

RECREAÇÃO E CULTURA

Na maior parte dos municípios, os residentes podem tirar partido duma variedade de programas e acontecimentos especiais realizados nos parques, centros recreativos comunitários, ringue de patinagem e nas escolas.



Muitos municípios oferecem uma variedade de programas desportivos assim como outras actividades: pintura, cerâmica, acolchoamento e ginástica. Os centros recreativos oferecem bailes e jogos semanais havendo com isso a oportunidade das pessoas conviverem. Muitos programas são gratuitos, outros custam muito pouco.

Os centros comunitários precisam muitas vezes de voluntários para ajudarem nas diversas actividades. Se gostar de se envolver ou saber mais informações acerca dos programas recreativos municipais, contacte o departamento recreativo municipal.

Parques

Quase todas as comunidades têm pequenos parques dentro das áreas residenciais. Estes parques têm normalmente uma área relvada e equipamento para as crianças brincarem.

Muitos municípios têm parques maiores com área para pic-niques, vastas clareiras e trilhas municipais.

Libraries

Many municipalities have a library where people can borrow books for a limited time (usually two or three weeks). Some libraries also lend films, records and cassettes, and have materials in languages other than English. Many libraries also take part in inter-library loan arrangements. This means that once you become a member of one library, you can borrow materials from other libraries in the same region. Most libraries also have a reference section of encyclopedias, dictionaries and other materials that you may use only in the library.

To become a library member, visit the local library and ask for a library card. You may be required to show some identification. There is no charge for the card or to take out library materials. For more information, call your public library. It is listed in the white pages of the telephone book under “Public Library” or under the name of your municipality.

SOCIAL SERVICES

Local governments provide a wide range of programs and services to aid those in need.



General Welfare Assistance

An individual may be eligible for temporary financial assistance if he or she:

- is unemployed and looking for work;
- is unable to work due to short-term illness or long-term disability;
- is a single parent;
- is elderly;
- is a foster child;
- is attending elementary or secondary school with no other means of support.

A person may receive other types of assistance and/or income and still be eligible for General Welfare Assistance (GWA).

Bibliotecas

Muitos municípios têm bibliotecas onde as pessoas podem ir buscar livros e tê-los em casa durante certo tempo (geralmente duas a três semanas). Algumas bibliotecas também emprestam filmes, discos e cassettes; e têm tudo isto noutras línguas. Muitas bibliotecas também têm um acordo inter-bibliotecário para empréstimo de diverso material. Isto significa que uma vez que se torne membro de uma biblioteca pode obter material doutras bibliotecas na mesma área. A maior parte das bibliotecas também têm uma secção de referência onde pode consultar enciclopédias, dicionários e outros materiais que só podem ser usados na própria biblioteca.

Para se tornar membro da biblioteca, basta visitar uma biblioteca local e pedir um cartão de afiliado. Talvez tenha que mostrar alguma identificação. O cartão é grátis assim como também o uso do material da biblioteca. Para mais informações telefone para a biblioteca local. Esta encontra-se alistada na lista telefónica sob “Public Library” ou sob o nome do seu município.

SERVIÇOS SOCIAIS

As autarquias locais oferecem uma vasta variedade de serviços e programas para ajudar aqueles que precisam.



Assistência de Bem-Estar Social

Um individuo pode ser elegível a uma assistência financeira temporária, desde que ele ou ela:

- esteja desempregado(a) e esteja à procura de emprego;
- não possa trabalhar devido a uma doença temporária ou a uma incapacidade prolongada;
- seja uma mãe/pai solteira(o);
- seja idoso(a);
- seja uma criança ao cuidado de outrem;
- frequente uma escola primária ou secundária sem que tenha outros meios de subsistência.

Uma pessoa pode receber outros tipos de assistência ou/e rendimento e ser na mesma elegível a receber “General Welfare Assistance” (GWA) – Assistência de Bem-Estar Social.

The amount of assistance depends on the recipient's income, expenses, family size and the ages of any children. General Welfare Assistance provides money for basic living costs, including food, clothing, shelter and other expenses, such as food required for a medical diet, if needed.

Everyone who qualifies for GWA also receive a comprehensive drug benefit plan and full coverage of their Ontario Hospital Insurance Plan (OHIP) premiums.

Special Assistance and Supplementary Aid

The Special Assistance program provides certain items, services and payments to individuals on low or fixed incomes who require extra financial aid. Applicants may already be receiving other types of assistance, such as Workers' Compensation or Unemployment Insurance. However, applicants do not have to be receiving any type of assistance to qualify for Special Assistance. A fully employed person can be eligible.

Supplementary Aid is provided to recipients of Family Benefits, Old Age Security, Vocational Rehabilitation Service Allowances, GAINS (Guaranteed Annual Income Supplement) Allowances and/or Canada Pension payments to cover special needs, usually on a one-time basis. Benefits are granted to individuals when their budgetary needs, as determined by legislation, exceed their income.

Municipalities may provide Supplementary Aid or Special Assistance for:

- moving or necessary transportation expenses;
- comfort allowances for those in nursing homes (to pay for personal items, candy, newspapers, etc.)
- surgical supplies and prosthetic appliances;
- dental or optical services, including eyeglasses;
- vocational training;
- funerals and burials.

O montante da assistência depende do rendimento do beneficiário, das despesas, do tamanho da família e das idades das crianças. A Assistência de Bem-Estar Social subsidia dinheiro para os custos de vida primários, incluindo alimentação, vestiário, habitação e outras despesas, tais como a alimentação requerida para uma dieta receitada por um médico.

Qualquer pessoa que tenha direito a Assistência de Bem-Estar Social, tem também direito a medicamentos e não tem que pagar os custos do OHIP – Plano de Seguro de Saúde do Ontário.

Assistência Especial e Ajuda Suplementar

O programa de Assistência Especial oferece certos artigos, serviços e pagamentos a indivíduos que tenham um rendimento baixo ou fixo e que precisam de uma ajuda financeira extra. Estes podem já estar a receber outras formas de assistência como por exemplo, Workers' Compensation (Indemnização para Trabalhadores Sinistrados) ou Unemployment Insurance (Seguro de Desemprego). Contudo, os candidatos não precisam de estar a receber qualquer outra forma de assistência para terem direito a Assistência Especial. Uma pessoa empregada a tempo inteiro também pode ter direito a esta assistência.

Ajuda Suplementar é dada a beneficiários que já recebem “Family Benefits” – Benefícios Familiares, “Old Age Security” – Pensão de Velhice, “Vocational Rehabilitation Service Allowances” – Subsídios do Serviço de Reabilitação Vocacional, “GAINS” (Guaranteed Annual Income Supplement) – Suplemento de Rendimento Anual Garantido, “Allowances” – Subsídios e/ou “Canada Pension” – a Pensão do Canadá; esta ajuda destina-se a necessidades especiais e é dada sómente uma única vez. Os benefícios são dados a indivíduos (tal como determinado pela legislação) cujas necessidades orçamentais vão além dos seus rendimentos.

Os municípios podem dar Ajuda Suplementar ou Assistência Especial para:

- mudanças ou despesas de deslocação necessárias;
- dinheiro de bolso para os que estão em lares (para pagamento de artigos triviais pessoais, rebuçados, jornais, etc.)
- próteses e artigos cirúrgicos;
- serviços odontológicos e oftamológicos, incluindo óculos;
- treino vocacional;
- funerais e enterros.

Other Financial and Employment Assistance

Many municipalities offer other services in addition to these financial programs. Services that may be available in your municipality include:

- counselling in matters relating to spousal or child support, including the maintenance and enforcement of court orders;
- assisting with home management, including child care, shopping, meal planning and preparation and money management;
- assisting employable persons to get jobs by providing them with vocational counselling, job searching skills, information on training and job opportunities and child care support;
- providing special services to show unemployed youths how to use available community services and to help them find jobs;
- providing home nursing services to people in need of them through an organization such as the Victorian Order of Nurses;
- paying for or helping to pay for visiting homemakers to enable those who are elderly, disabled, ill or recovering from illness to remain in their own homes and to prevent serious family disruption.

To find out if these services are offered in your municipality, check with your municipal social services office.

Child Care

If you leave your children at home, you must provide a babysitter. If this is not possible, leave your children with a responsible friend or neighbour. In an emergency, local daycare programs may be able to help you.

If you are a single parent or both parents work, you may need a daycare centre or private home daycare for your children. For information about daycare centres, contact the municipality or the local community information centre.

If you are unable to pay the full daycare fee, you may be eligible for help with daycare costs from the local social services department. Subsidized daycare spaces are limited, and there may be a waiting list. No subsidies are given for babysitters. For more information about daycare subsidies, contact your municipal social services department.

Outra Assistência Financeira e de Emprego

Além destes programas financeiros, muitos municípios oferecem outros serviços. Os serviços que podem existir no seu município são:

- conselhos em assuntos que se relacionam com a subsistência do cônjuge ou filhos, incluindo a actualização e cumprimento das ordens judiciais;
- auxiliando na gerência doméstica, incluindo cuidados infantis, compras, organização e preparação das refeições e nos gastos do dinheiro;
- ajudar as pessoas que se podem empregar a arranjar trabalho, oferecendo-lhes conselhos vocacionais, ensiná-los a procurar trabalho, informá-los sobre aprendizagem e oportunidades de emprego e apoio nos cuidados das crianças;
- oferecer serviços especiais para mostrar aos jovens desempregados como usar os serviços comunitários existentes e para os ajudar a encontrar emprego;
- oferecer serviços enfermáticos no domicílio às pessoas que deles precisam através duma organização, como por exemplo “Victorian Order of Nurses” – Enfermeiras da Ordem Victória;
- pagamento ou ajuda no pagamento de mulheres a dias, para que aqueles que são idosos, incapacitados, doentes ou que estão em convalescença, possam ficar nas suas próprias casas para evitar uma grande perturbação na vida familiar.

Para saber se estes serviços são oferecidos no seu município, informe-se com os serviços sociais municipais.

Cuidados Infantis

Se deixar os seus filhos em casa, tem que arranjar alguém que olhe por eles. Se isto não for possível, deixe-os com uma pessoa amiga responsável ou com um vizinho. Numa emergência, os infantários talvez a possam ajudar.

Se é pai ou mãe solteiro/a ou ambos os pais trabalham, talvez precise de pôr os seus filhos num infantário ou numa casa particular para que possam ser vigiados. Para mais informações sobre infantários, contacte o município ou centro de informação comunitário local.

Se não puder pagar o custo total do infantário, pode ser que tenha direito a uma ajuda para os custos, providenciada pelo departamento local de serviços sociais. As vagas nos infantários subvencionados são limitadas e pode haver uma lista de espera. Não são dados subsídios para os serviços de ama. Para mais informação acerca dos subsídios para infantários, deve contactar o departamento municipal de serviços sociais.

Children's Aid Societies

Children's aid societies have two main responsibilities. They look after children in need of protection and support families in their child-raising responsibilities. The services of the children's aid society (CAS) in your municipality include:

- programs to prevent family breakups, including parent education and family counselling;
- protection of children from abuse and from situations of distress;
- guidance of mothers-to-be who are on their own;
- foster homes for children needing temporary or long-term placement; and
- adoption services that handle all aspects involved in helping a family arrange for and adjust to an adoption.

Your local children's aid society is listed in the white pages of the phone book.

Services for the Elderly

Municipalities provide services for the elderly. Some of them are listed below.

Aids for Independence

Municipalities often operate services for seniors such as meals-on-wheels, homemakers' and nurses' services and senior volunteers-in-service who help seniors remain at home.

Elderly Persons' Centres

Many municipalities operate elderly persons' centres which offer social, recreational and other activities to encourage seniors to remain active in the community.

Homes For the Aged

Homes for the aged are operated by many municipalities. A range of services is available: some homes are purely residential; others offer extended health care for seniors unable to remain at home. The homes charge a fee for accommodation, meals and services, but medical

Children's Aid Societies – Sociedades em Prol das Crianças

As sociedades em prol das crianças têm duas responsabilidades principais. Cuidam das crianças que precisam de protecção e auxiliam as famílias nas suas responsabilidades paternas. Os serviços da sociedade em prol das crianças do seu município incluem:

- programas para evitar a separação da família, educação paternal e conselhos familiares;
- a protecção de crianças contra abuso e situações de angústia;
- orientar as que vão ser mãe e se encontram sós;
- lares adoptivos para crianças que precisam de colocação temporária ou prolongada; e
- serviços de aperfilhação que ajudam a família em todos os aspectos que envolvem a aperfilhação e a sua adaptação.

A sociedade em prol das crianças da sua área, está alistada nas páginas brancas da lista telefónica.

Serviços para a Terceira Idade

As autarquias fornecem serviços para os idosos, alguns dos quais se encontram abaixo descritos.

Ajuda para a Sua Independência

Os municípios muitas vezes oferecem serviços para as pessoas da terceira idade, tais como entrega de refeições ao domicílio, mulheres a dias e serviço de enfermagem e serviços voluntários para idosos para os ajudar a continuarem a viver em casa.

Centros para Pessoas de Terceira Idade

Muitos municípios têm centros para cidadãos de terceira idade os quais oferecem programas sociais e recreativos e outras actividades para motivar os idosos a manterem-se activos na comunidade.

Lares para Idosos

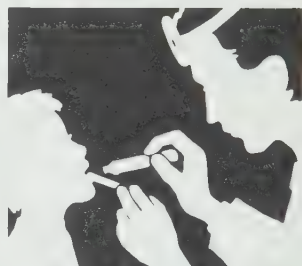
Os lares para os idosos são administrados pelos municípios. Estes oferecem uma variedade de serviços: alguns lares são sómente residenciais; outros oferecem cuidados médicos aos idosos que não podem ficar em casa. Os lares cobram um preço por cama, mesa e serviços, mas os

care is provided by OHIP. A subsidy is provided to those who need it. The needs of applicants are matched with the type of care available by the home. They are admitted on a “first come first served” basis. There may be a waiting period before space is available.

For more information on services for the elderly, contact your municipal clerk or community information centre.

PUBLIC HEALTH SERVICES

Every family should have a family doctor to look after its personal medical needs. Public health units provide general health care in communities throughout Ontario. The Ontario Ministry of Health establishes the type and nature of health care services and municipalities and public health boards are responsible for providing these services.



An important service offered by public health units are the home visits made by public health nurses. They visit aged and handicapped people, parents of newborn infants and ex-psychiatric patients. These nurses also visit schools and teach at pre-natal classes and venereal disease clinics.

Public health inspection is another major function of health units. Health inspectors check food-handling establishments, monitor septic tank installations and are generally responsible for controlling public health risks, including communicable diseases.

Health units' dentistry services teach and encourage preventive dental measures, particularly in the schools. They also provide free dental clinics for those who cannot afford to pay for dental care.

The local health unit may also operate a psychiatric clinic, providing consultation and out-patient treatment to children and adolescents.

For more information about health services, ask your doctor or contact your municipal health unit.

cuidados sanitários são pagos pelo OHIP. É dado um subsídio àqueles que precisam. As necessidades dos candidatos são comparadas com o tipo de cuidados existentes no lar. A admissão é feita pela ordem de inscrição. Poderá haver um período de espera até que haja vaga.

Para mais informações sobre serviços para idosos, deve contactar o secretário municipal ou centro de informação comunitário.

SERVIÇOS DE SAÚDE PÚBLICA



Todas as famílias devem ter um médico de família para consulta. As clínicas médicas públicas espalhadas pelo Ontário oferecem cuidados sanitários gerais. O Ministério da Saúde do Ontário estabelece o tipo e natureza dos serviços sanitários e os municípios e as direcções de saúde pública são responsáveis pela prestação destes serviços.

Um serviço importante prestado pelas clínicas de saúde pública são as visitas feitas ao domicílio pelas enfermeiras de saúde pública. As enfermeiras visitam os idosos, os incapacitados e os pais de crianças recém-nascidas e ex-doentes psiquiátricos. Estas enfermeiras também visitam as escolas, dão aulas pré-natalícias e palestras sobre doenças venéreas.

A inspecção da saúde pública é outra das principais funções das clínicas de saúde. Os delegados de saúde fiscalizam os estabelecimentos que manuseiam produtos alimentícios e vigiam instalações de tanques sépticos e geralmente são responsáveis pelo controlo dos riscos à saúde pública, incluindo doenças contagiosas.

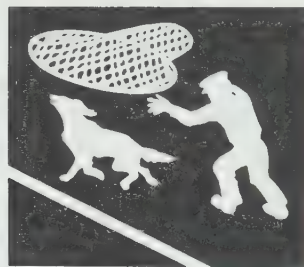
Os serviços odontológicos das clínicas de saúde ensinam e encorajam medidas preventivas, principalmente nas escolas. Também oferecem serviços odontológicos gratuitos para aqueles que não podem pagar.

Por vezes, a clínica de saúde pública também tem um departamento de psiquiatria, dando consultas e tratamento a crianças e a adolescentes.

Para mais informações sobre serviços de saúde, deve perguntar ao seu médico ou indagar no departamento municipal de saúde pública.

ANIMAL CONTROL

Municipalities are responsible for reducing animal-related health risks and for assisting residents in dealing with nuisance animals. This is done in several ways.



Licensing

In some municipalities, if you own a dog, you must buy a dog licence. Licences are usually sold by the municipal clerk's office or the local Animal Humane Society. You will receive a tag, which you attach to the dog's collar. If the dog is lost, it can be identified by the tag.

Exotic Pets

Some municipalities do not allow people to keep exotic pets within the municipality. (Most pets other than domesticated dogs, cats, birds and rodents are considered exotic.) Urban municipalities often also ban the keeping of farm animals within the municipality. The municipal animal control officer can answer any questions about restrictions on animals. If there is no animal control officer, contact the municipal clerk's office.

Lost Pets

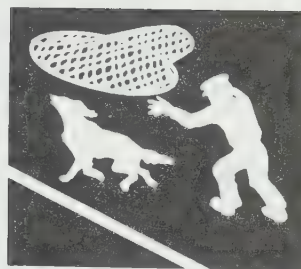
Many municipalities operate a lost and found service to reunite lost pets with their owners. This service may be operated directly by the municipality or through the local Humane Society. If you should lose your dog or cat, call the municipal animal control officer or the Humane Society.

Humane Care

If you have an animal, you must keep it in sanitary condition, and provide it with enough food, water and exercise. If you see an animal being cruelly treated or know of an animal that is being neglected, call the local Humane Society office. The Humane Society will send

ANIMAIS E SUA REGIMENTAÇÃO

Os municípios são responsáveis pela redução de riscos contra a saúde, relacionados com animais, assim como também ajudam os residentes no controlo de animais quando estes são um incómodo. Isto realiza-se de diversas formas.



Licenças

Nalguns municípios, se é dono de um cão, tem que tirar uma licença para o cão. As licenças para os cães são vendidas na câmara municipal ou “Animal Humane Society” – Liga Protectora dos Animais. É-lhe dada uma chapa que deve prender na coleira do cão. Se o cão se perder, pode ser identificado por meio da chapa.

Animais de Estimação Exóticos

Alguns municípios não autorizam que as pessoas possuam animais de estimação exóticos. (A maior parte dos animais são considerados exóticos desde que não sejam animais domésticos, como cães, gatos, pássaros e roedores.) Os municípios urbanos proíbem dentro da sua jurisdição a criação de animais do campo. O funcionário municipal de controlo de animais pode informá-lo sobre quaisquer perguntas que possa ter acerca das restrições sobre animais. Se não houver um funcionário responsável pelo controlo de animais, deve contactar a secretaria municipal.

Animais Perdidos

Muitos municípios têm serviços de perdidos e achados onde os donos podem procurar os animais perdidos. Este serviço pode ser prestado pela câmara ou pela Liga Protectora dos Animais. Se perder o seu cão ou gato, telefone para o funcionário de controlo de animais ou para a Liga Protectora dos Animais.

Cuidados a Ter com os Animais

Se possui um animal deve mantê-lo em condições sanitárias, dar-lhe comida, água e exercícios suficientes. Se vir um animal a ser cruelmente maltratado ou se sabe de um animal que é negligenciado, telefone para a Liga Protectora dos Animais. A Liga Protectora dos Animais mandará

someone to check on the animal's condition. If the animal is being treated badly, the society may take legal action against the owner.

Animal Bites

If you are bitten by a dog or a wild animal, get immediate medical attention. If possible, have someone keep track of the animal (but stay well away from it). Ask the municipal animal control officer or a humane society representative to come and check the animal for rabies.

LAND USE PLANNING

What is Land Use Planning?

Municipalities in Ontario are growing and changing. They must plan for this growth. If new homes are going to be built, will water and electricity be available? Where will the people do their shopping? Where will the children go to school? Is there a noisy factory nearby that would disturb the residents? Would building the homes destroy a beautiful park or the best land for farming? To deal with questions like these, each municipality sets out an “official plan,” which describes how different areas of the municipality are to develop.



The Zoning By-law

To make sure the official plan is followed, municipalities pass “zoning by-laws.” A zoning by-law divides the municipality into smaller areas, called zones. The by-law says how the land within each zone can be used (for example, industrial, commercial or residential). It also sets limits on building height, the distance structures must be from the property line, the size the buildings are allowed to be, and other such matters.

alguém para investigar as condições em que o animal se encontra. Se o animal for maltratado, a Liga Protectora pode processar o dono.

Mordidelas de Animais

Se for mordido por um cão ou um animal selvagem, deve ir imediatamente ao médico. Se possível deve haver alguém que se mantenha na peugada do animal (mas deve manter-se a uma boa distância). Peça ao funcionário municipal de controlo de animais ou a um representante de Liga Protectora para vir inspeccionar se o animal tem raiva.

PLANEJAMENTO DO USO DE TERRENOS

O Que é planeamento do Uso de Terrenos?

Os municípios no Ontário estão a aumentar e a modificar e têm que planear para este crescimento. Se forem construídas novas casas, haverá água e electricidade para as abastecer? Onde é que as pessoas farão as suas compras? Aonde é que as crianças irão à escola? Acaso existe uma fábrica barulhenta nas proximidades que incomodará os residentes? Será que a construção das casas destruirá um lindo parque ou o melhor solo para a agricultura? Para poder responder a estas questões, cada município tem um “plano director” o qual indica como as diferentes áreas do município devem ser desenvolvidas.



Posturas Urbanísticas

Para ter a certeza de que o plano oficial é seguido, os municípios decretam “zoning by-laws” – posturas urbanísticas. Estas posturas dividem a cidade em pequenas áreas designadas por zonas. A postura diz como é que o terreno dentro de cada zona pode ser usado (por exemplo, industrial, comercial ou residencial). Também estabelece o limite em número de andares, a distância a que devem ficar do limite do terreno e qual a área a que o edifício tem que obedecer, assim como outras questões.

How Does the Zoning By-law Affect You?

Any new development that does not meet the municipality's zoning by-law is not permitted. Before you build a house or other structure, make sure that it meets all of the zoning requirements. Also check the zoning requirements if you want to expand an existing building or plan to change a building's use. For example, in many areas, turning a single-family dwelling into a duplex or into commercial office space is not permitted.

If you want to know the zoning for a particular property, contact the municipal planning or building department or, where no such department exists, the municipal clerk.

How Is a Zoning By-law Changed?

Property owners may apply to the municipality to have the zoning for their property changed. This is called a "rezoning." When the municipality receives an application for a rezoning, it must notify the public about the application and hold a public meeting to allow people living nearby to express their views. Notice of the meeting is given in advance, usually through local newspapers or by mail.

If you are concerned about a zoning application that might affect you, you can take part in the decision-making process by:

- finding out as much as possible about the proposed change to the by-law;
- attending the public meeting and expressing your opinions;
- discussing the proposal with municipal staff and council members;
- sending your views in writing to the municipal clerk.

What if You Want Your Own Zoning Changed?

If you want to use or develop your property in a way that is not allowed by the existing zoning by-law, you may have to apply for a rezoning. Before you apply, discuss your proposal with the municipality's planning staff. They can offer advice on how to proceed with a formal application. Most municipalities charge an application fee.

Como é que as Posturas Urbanísticas o Afectam a Si?

Qualquer projecto que não seja conforme os regulamentos da zona não é autorizado. Antes de construir uma casa ou outra estrutura, tenha a certeza que está de acordo com os regulamentos da zona. Deve também verificar os regulamentos da zona, caso queira aumentar um edifício já existente ou se pensar em mudar o uso de um edifício. Por exemplo, em muitas áreas não é autorizado transformar uma casa familiar num duplex ou num espaço comercial.

Se quiser saber o que está estipulado para determinada propriedade, deve contactar o departamento de serviços técnicos urbanos ou no caso que não existam, deve contactar o secretário municipal.

Como é Alterada uma Postura Urbana?

Os proprietários podem pedir à câmara municipal que altere o regulamento da zona sobre a sua propriedade. A esta alteração ao regulamento, chama-se “rezoning”. Quando o município recebe um requerimento para esta alteração ao regulamento, tem que notificar o público acerca do requerimento e efectuar uma reunião pública para permitir aos residentes da zona para exporem os seus pontos de vista. Normalmente, a notificação da reunião é feita com antecedência através dos jornais ou pelo correio.

Se está preocupado com qualquer requerimento urbano que o pode afectar, pode fazer parte do processo da tomada de decisão:

- procurando saber tanto quanto possível acerca da alteração proposta ao regulamento;
- estando presente na reunião pública e expor o seu ponto de vista;
- discutindo a proposta com os funcionários municipais e os vereadores;
- endereçando por escrito os seus pontos de vista para o secretário municipal.

E se Quiser Que a Sua Própria Zona Seja Modificada?

Se quiser usar ou desenvolver a sua propriedade duma forma que não é permitida pelo regulamento em vigor, talvez tenha que apelar para uma alteração de tal regulamento. Antes de submeter o requerimento, fale acerca da sua proposta com os funcionários de planeamento municipal. Eles podem aconselhá-lo como apresentar um requerimento formal. Muitos municípios cobram um emolumento pela submissão do requerimento.

When your application is received, the municipality will notify the affected public and hold a public meeting to discuss it. Council may also consult with planning staff and interested agencies, such as the county or regional government, before making a decision. After considering all concerns and opinions, council will decide whether to pass your proposed rezoning, pass it with changes, or reject it.

What Right of Appeal Do You Have?

If council rejects your proposed zoning change, or if you disagree with council's decision on a change requested by someone else, you can make an appeal to the Ontario Municipal Board (OMB). The OMB is an independent appeal board that hears disputes about planning concerns. If you file an appeal, the OMB will hold a public hearing where you will have an opportunity to present your views. In most cases, the Board's decision is final.

To find out more about the OMB, contact the municipal planning department, or call the OMB's Information Officer at (416) 598-2266, extension 212 or 213.

What If All You Need Is a Minor Change in the By-Law?

If you want to build a structure that does not quite meet the zoning by-law's requirements, you can apply for an exemption to the by-law. This is called a "minor variance." If you receive a minor variance, you do not have to make a formal rezoning application.

To obtain a minor variance, you must apply to the Committee of Adjustment. The committee of adjustment is made up of citizens appointed by the local council to deal with minor problems in meeting by-law standards. The committee will tell you when and where your application will be discussed. They will invite you and any other interested persons to speak at the meeting.

For more information on applying for a minor variance, contact the Secretary-Treasurer for the Committee of Adjustment for your municipality.

Ao receber o seu requerimento, o município notificará os residentes que serão afectados e fará uma reunião pública para discussão do assunto. A vereação antes de tomar uma decisão também poderá consultar o departamento de planeamento e outras entidades governativas. Depois de considerar todas as opiniões e preocupações, a vereação decidirá sobre o deferimento de proposta de alteração ao regulamento ou se a aprovará com alterações ou se será indeferida.

Qual é o Seu Direito de Apelo?

Se a vereação indefere a sua proposta de alteração ao regulamento, ou não concorda com a alteração pedida por qualquer outra pessoa, pode recorrer para a “Ontario Municipal Board” (OMB) – Direcção Municipal do Ontário. Esta é uma administração de apelos, independente, e audita as discordâncias acerca dos interesses do planeamento. Se um apelo for submetido, a Direcção Municipal do Ontário efectuará uma audiência pública onde poderá apresentar os seus pontos de vista. Na maior parte dos casos, a decisão de Direcção é irreversível.

Para saber mais sobre a Direcção Municipal do Ontário, deve contactar o departamento de planeamento municipal ou telefonar para o “Information Officer” – funcionário de informação, (416) 598-2266, extensão 212 ou 213.

E se Precisar Apenas duma Pequena Alteração no Regulamento?

Se quiser construir uma estrutura que não segue exactamente o que está estabelecido pelo regulamento da zona, pode requerer que seja feita uma excepção ao regulamento. Esta excepção é conhecida por “minor variance”. Se lhe for concedida esta excepção ao regulamento, não terá que submeter um requerimento oficial.

Para obter esta excepção, tem que se dirigir ao “Committee of Adjustment” – Comité de Ajustamento. Este comité é formado por cidadãos nomeados pela vereação e tem por fim conciliar pequenos problemas respeitantes às normas dos regulamentos. O comité informá-lo-á quando e onde é que o seu requerimento será discutido. Você será convidado assim como quaisquer outras pessoas interessadas a darem o seu parecer durante a reunião.

Para mais informações sobre como requerer para uma alteração menor aos regulamentos, queira contactar o “Secretary-Treasurer” – Secretário-Tesoureiro do Comité de Ajustamentos do seu município.

Land Severance

You might want to split (sever) your property into two or more pieces, so that you can sell, lease or mortgage part of the property. Because it affects the surrounding property owners and the municipality's ability to provide services, you must obtain approval before dividing the property.

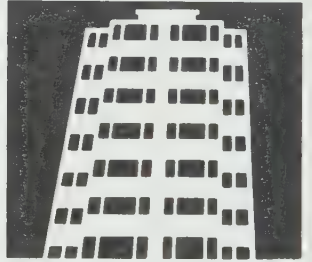
If only a few lots are to be created, this is called land severance. To find out who is responsible for approving a land severance in your area, and how to apply, contact the municipal clerk or planning department.

If you want to divide the property into more than four or five lots, you must submit a special plan of the lots you intend to create, called a "plan of subdivision," to the municipality for approval. Contact your municipal planning department for more information.

BUILDING

Building Permits

If you wish to construct a building or renovate or add to an existing one, you must have a building permit from your municipality. Building permits allow a municipality to regulate the types of construction in the community and to ensure that structures are safe and meet the requirements of the Ontario Building Code.



The Building Code sets standards for materials and design for all building construction and renovations. You must obtain a building permit before you:

- construct a new building or structure on your property;
- make alterations, additions or repairs to a building;
- excavate or construct a foundation;
- install heating, plumbing, an air-conditioning system or fireplace;

Loteamento do Terreno

Pode querer dividir (lotear) a sua propriedade em dois ou mais lotes, para que assim possa vender, alugar ou hipotecar parte da propriedade. Devido ao facto de isto afectar os proprietários vizinhos e a possibilidade da câmara fornecer infra-estruturas, tem que obter uma aprovação antes de dividir a propriedade.

Se é para dividir apenas em alguns lotes, a esta divisão do terreno, chama-se loteamento. Para saber quem é responsável pelo loteamento do terreno e como requerer o loteamento, deve contactar o secretário municipal ou departamento de planeamento.

Se pretende dividir a propriedade em mais do que quatro ou cinco lotes, tem que submeter um plano especial dos lotes que quer dividir, designado por “plan of subdivision” – plano de subdivisão, para aprovação municipal. Para mais informações contacte o departamento de planeamento municipal.

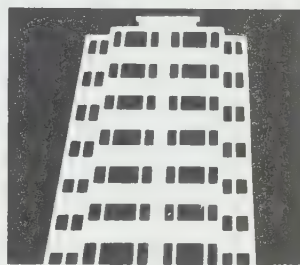
CONSTRUÇÃO

Licenças de Construção

Se quiser construir um edifício, renovar ou fazer um anexo no existente, tem que ter uma building permit – licença de construção passada pela câmara.

As licenças de construção permitem à câmara regular os tipos de construção na comunidade e a garantia de segurança nas estruturas e que obedecem aos regulamentos do Ontario Building Code – Código de Construção do Ontário. O Código de Construção estabelece quais os tipos de material e desenho para todas as construções e renovações de edifícios. Tem que obter uma licença de construção antes de:

- construir um novo edifício ou estrutura na sua propriedade;
- fazer alterações, adições ou reparações num edifício;
- escavar ou fazer alicerces;
- instalar aquecimento, canalização, ar condicionado ou uma lareira;



- put up a temporary building or mobile home;
- renovate or convert an existing building.

When thinking about any kind of construction, it is a good idea to discuss your plans with municipal building staff first. They can advise you about any other permits or approvals you might need, such as a demolition permit, a minor variance or an electrical permit. If you are not sure whether you need a building permit or not, call a municipal building officer.

How to Apply for a Building Permit

Applications for building permits can be obtained from the municipal building department or building officer. Along with an application, you must submit sketches, drawings, plans and other documents. You may have to pay an application fee and additional charges for such services as property surveys and connection to the municipal water supply. To check the exact requirements of the permit application, contact a building officer.

When you apply for a permit, the municipal building officer will examine your plans to make sure they meet the Ontario Building Code requirements and the municipality's zoning bylaw. If the proposed work meets all of the requirements and the required fees are paid, the municipality must issue the permit to you. If it does not meet all of the requirements, the building officer will tell you the reasons, and will describe any changes that might resolve the problem.

Building Inspections

Building permits often list inspections that must be done during construction. The inspector's job is to make sure that the work is being done according to the building code, your permit and the approved building plans. The inspector must be able to see the part of the construction he or she is to inspect.

If the inspector finds that the work being done differs from the approved plans, you will be advised to correct the situation. If work continues without the problem being fixed, the municipality can take you to court.

- erguer uma estrutura temporária ou assentar uma casa móvel;
- renovar ou converter um edifício existente.

Ao pensar em qualquer tipo de construção, será uma boa ideia falar primeiro com o departamento de construção municipal. Estes informam sobre quaisquer outras licenças ou aprovações que poderá precisar, como por exemplo uma licença de demolição, licença eléctrica ou para uma pequena alteração. Se estiver na dúvida se precisa ou não tirar uma licença de construção, telefone para um funcionário municipal do departamento de construção.

Como Pedir uma Licença de Construção

Impressos para licenças de construção podem ser obtidos no departamento de construção municipal ou através de um funcionário.

Juntamente com o requerimento tem que submeter esboços, desenhos, projectos e outros documentos. Talvez tenha que pagar pelo requerimento e custos adicionais por serviços tais como medição do terreno e ligação da água municipal. Para saber quais os requerimentos exactos, contacte um funcionário municipal de construção.

Ao pedir uma licença, o funcionário municipal examinará o seu projecto para ter a certeza de que está de acordo com os requisitos do Código de Construção do Ontário e com os regulamentos municipais da área. Se o trabalho submetido não estiver de acordo com todos os requisitos, o funcionário de construção dir-lhe-á as razões, e descreverá as alterações que talvez possam resolver o problema.

Fiscalização de Obras

Por vezes, as licenças de construção descrevem as inspecções que têm que ser feitas durante a construção. A responsabilidade do inspector é garantir que o trabalho está a ser feito de acordo com o código de construção, com a própria licença e projecto aprovado. O inspector deve ter acesso à parte das obras que tem de ser fiscalizada.

Se o inspector achar que o trabalho que está a ser efectuado é diferente do dos planos aprovados, será aconselhado a corrigir a situação. Se o trabalho continuar sem que o problema seja resolvido, a câmara pode levá-lo a tribunal.

When work begins, the permit must be displayed in a window or other place where it can easily be seen by a municipal inspector. You must also keep a copy of the building plan where the work is being done, and tell your local building officer about any changes to the plans as soon as possible.

Changes will require approval in the same way as the original building plans.

Building Demolition

Before you demolish a building or part of a building, you must apply for a demolition permit. The process is similar to that for a building permit. For more information, consult your local building officer.

Property Standards By-laws

Many municipalities have a property standards by-law requiring that, for health and safety reasons, buildings be kept in good repair and that properties be kept clear of debris. If you are a tenant, and are concerned about your building, first contact the building manager about the problem. If the problem is not fixed, contact the municipal clerk to find out whether the municipality has a property standards by-law, and what help the municipality can give you to resolve the problem.

Signs, Awnings, Fences and Hedges

Many municipalities have by-laws setting out requirements for the hanging of awnings or canopies, the size and location of signs and the height and location of fences and hedges. If you are planning to install any of these, first contact the municipal clerk or building department to find out what the requirements are.

When a fence is built along the property line between two pieces of land, the cost of the fence is usually shared by the property owners on either side. If the two owners cannot agree on how the cost should be shared, either owner may ask the municipality to appoint independent arbitrators, called fence-viewers, to divide the costs. This can only be done before the fence is built.

For more information on fence-viewers, contact the municipal clerk.

Ao iniciar o trabalho, deve expor a licença numa janela ou noutro local onde possa ser facilmente vista pelo inspector municipal. Deve ser mantida uma cópia do projecto no local das obras e informar tão cedo quanto possível os funcionários de construção acerca de quaisquer alterações ao projecto. As alterações precisarão da mesma aprovação oficial que o projecto original.

Demolição de Edifícios

Antes de demolir um edifício ou parte de um edifício, deve tirar uma licença de demolição. O processo é semelhante ao da licença de construção. Para mais informações deve consultar o funcionário de construção local.

Regulamento de Manutenção de Imóveis

Muitos municípios têm um “property standards by-law” – regulamento de manutenção de imóveis requerendo que, por razões sanitárias e de segurança, os edifícios sejam mantidos em bom estado e que os logradouros sejam mantidos livres de lixo. Se é inquilino e está preocupado com algo no edifício, contacte primeiramente o gerente do edifício acerca do problema. Se este não for solucionado, contacte a câmara e informe-se se existe uma postura municipal sobre propriedades e qual a assistência que o município lhe poderá dar para resolver o problema.

Letreiros, Toldos, Vedações e Sebes

Muitos municípios têm regulamentos que estipulam o uso de toldos, o tamanho e local dos letreiros, e a altura e local das vedações e sebes. Se pensa instalar quaisquer destas, contacte primeiro a câmara para saber quais são os requisitos.

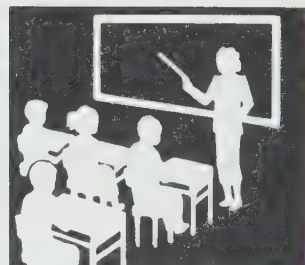
Quando a vedação é erguida entre duas propriedades, o custo da vedação é normalmente dividido entre os donos das propriedades. Se os dois proprietários não chegarem a acordo em como os custos devem ser divididos, qualquer dos donos pode pedir à câmara que nomeie árbitos independentes conhecidos por inspectores de vedações e estes decidem sobre a divisão dos custos. Porém, isto só pode ser feito antes da vedação ser feita.

Contacte o secretário municipal, querendo saber mais informações acerca dos inspectores de vedações.

EDUCATION

Free access to elementary and secondary education is the right of every child or adult in Ontario.

The law requires all children between the ages of six and sixteen to attend school. The school year begins in the first week of September, and ends in the last week of June.



Elementary School

Any child whose sixth birthday is before the first day of school must start grade one in September. Those who turn six after the first day of school, but before a date set by the local school board (usually December 31), may also begin in September, if the parents wish. Elementary school has eight grades.

Senior kindergarten is offered by most school boards. It accepts children who will turn five by the end of December in that year. Some school boards also offer junior kindergarten which accepts children whose fourth birthday comes before the end of the calendar year. For information on kindergarten in your municipality, contact your local board of education.

Secondary School

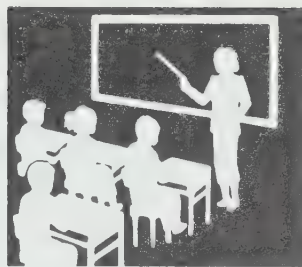
Secondary School offers a wide variety of courses to prepare students for employment or post-secondary education.

If students over 16 years of age cannot attend school full-time, they may be able to complete their secondary education through part-time school attendance or through correspondence courses. For more information, ask at your local secondary school.

EDUCAÇÃO

O acesso livre à educação primária e secundária é o direito de toda a criança e adulto no Ontário.

A lei obriga a que todas as crianças entre as idades dos seis e dos dezasseis frequentem a escola. O ano lectivo começa na primeira semana de Setembro e termina na última semana de Junho.



Escola Primária

Qualquer criança que completa seis anos de idade antes do primeiro dia escolar em Setembro, tem que entrar para a primeira classe em Setembro. Aquelas que completam os seis anos depois do primeiro dia escolar, mas antes de uma data fixa pela direcção escolar local (normalmente 31 de Dezembro), também podem começar as aulas em Setembro se os pais assim o desejarem. A escola primária engloba oito anos de escolaridade.

A maior parte das direcções escolares oferecem escola pré-primária (jardim escola) e aceitam crianças que completam cinco anos antes do fim de Dezembro daquele ano. Algumas direcções escolares também oferecem junior pré-primária, para crianças que façam quatro anos antes do fim do ano. Para obter informação sobre a pré-primária no seu município, queira contactar a direcção escolar local.

Escola Secundária

A escola secundária oferece uma grande variedade de disciplinas para preparar os estudantes para o emprego ou para educação pós-secundária.

se os estudantes com mais de dezasseis anos não puderem frequentar a escola a tempo inteiro, talvez possam completar a sua educação secundária, frequentando a escola a meio-tempo ou por meio de cursos de correspondência. Para mais informações deve indagar na escola secundária local.

Enrolling Your Child in School

To enrol your child in school, watch for a notice in the local paper about registration day. This is usually in the spring before the child starts school. Your local school board office can also give you the date. If you miss registration day or arrive in Ontario in the middle of a school year, contact your local school board as soon as possible.

To register your child in school, go to your local school. Take with you:

- your child's birth certificate or passport;
- some proof of your child's immigration status (if needed);
- your child's immunization documents.

To register your child in a Roman Catholic separate school, you will also have to provide proof of school support (your tax bill), and a baptismal certificate.

If you need more information about starting school, contact the local school principal or the school board.

School Bus Service

To find out whether there is school bus service in your area, contact the local school principal or the school board.

Language Instruction

Many schools have special programs for children who need to learn English. They may also have heritage language programs outside of normal school hours. These programs allow children to study their native language or other languages of their choice. English and French are official languages and are not included in the heritage language programs.

Special Programs

Other programs, such as French immersion programs, for non-franco-phone French-speaking students, programs for exceptional children and programs for children with physical or mental handicaps are offered in many areas. To find out what programs are available to children in your area, contact your local school board.

Como Matricular o Seu Filho/a na Escola

Para saber quando matricular o seu filho na escola, consulte os jornais locais acerca da notícia sobre o dia de matrícula. Usualmente, a data de matrícula é na primavera antecedente ao começo do ano escolar da criança. A direcção escolar local pode também informá-lo sobre a data de matrícula. Se deixar passar o dia de matrícula ou se chegar ao Ontário a meio do ano lectivo, contacte o mais brevemente possível a direcção escolar.

Para matricular o seu filho/a vá à escola local e leve consigo:

- o certificado de nascimento do seu filho/a ou o passaporte
- algum documento comprovativo do estado de imigração da criança (acaso seja necessário)
- a caderneta de vacinas

Para matricular o seu filho/a numa escola Católica, terá que apresentar o recibo do imposto predial comprovativo do seu apoio escolar e o certificado de baptismo.

Se quiser obter mais informações acerca da matrícula escolar, queira dirigir-se ao director da escola ou à direcção escolar.

Transporte Escolar

Para saber se existe serviço de autocarro escolar na sua área, contacte a direcção escolar local ou o director da escola.

Instrucção Linguística

Muitas escolas têm programas especiais para crianças que precisam de aprender Inglês. Além disto, pode ser que também tenham programas de língua de origem fora do horário normal da escola. Estes programas permitem que as crianças estudem a sua língua materna ou outras línguas da sua escolha. O Francês e o Inglês são línguas oficiais e não fazem parte dos programas de língua de origem.

Programas Especiais

Em muitas áreas do Ontário, são oferecidos outros programas tais como programas intensivos de Francês para estudantes que falam Francês e não são francófonos, programas para crianças prodígio e programas para crianças com incapacidades físicas ou mentais. Para saber quais os programas existentes na sua área, contacte a sua direcção escolar local.

Adult Education

Adult education courses are provided by boards of education, community colleges and universities. These courses are usually offered in the evenings to allow people who work during the day to attend.

For more information, contact the school boards, colleges and universities in your area.

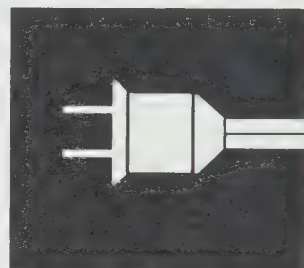
ELECTRICITY

Your Electricity Bill

If you pay for your electricity directly, and not through rent to a landlord, you will receive a bill from the local public utilities commission or municipality.

The amount charged is usually for two months and is for the actual amount of electricity used during that time.

Depending on the municipality you live in, your public utilities bill might also include charges for water and/or sewer usage.



Advice on Saving Energy

Every time you use electricity, it costs you money. There are many ways to reduce the amount of electricity you use. Your public utilities commission can give you information on how to use less electricity and save money. Information is also available on how to keep your home warmer in winter and save on your home heating bills.

For more information on electrical services, or on using less energy, call the public utilities commission. It is listed in the white pages of the telephone book under the name of your municipality's Public Utilities Commission, or its Hydro Electric Commission.

Ensino para Adultos

Cursos académicos para adultos são oferecidos pelas direcções de educação, colégios comunitários e universidades. Estes cursos são normalmente leccionados à noite para permitirem que sejam frequentados por pessoas que trabalham durante o dia.

Para mais informações, contacte as direcções escolares, colégios e universidades na sua área.

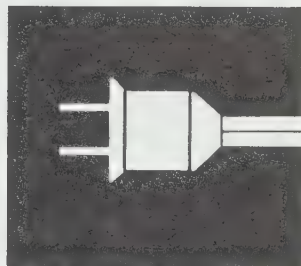
ELECTRICIDADE

A Conta de Electricidade

Se paga a electricidade directamente e não a paga ao senhorio através da renda, a comissão de serviços públicos ou o município, enviar-lhe-á uma conta.

A quantia cobrada corresponde geralmente a dois meses e é referente à electricidade consumida durante aquele período.

Dependendo do município onde vive, pode ser que a conta também inclua os encargos de água ou/e de esgoto.



Conselhos sobre Poupança de Energia

Todas as vezes que usa electricidade, está-lhe a custar dinheiro. Existem várias formas de reduzir o consumo de electricidade. A comissão de serviços públicos poderá informá-lo como consumir menos electricidade poupando assim dinheiro. Também existem informações sobre como manter a casa mais quente no inverno e poupar nas contas de aquecimento.

Para mais informações acerca de serviços eléctricos ou sobre menor consumo de energia, telefone para a comissão de serviços públicos. Esta está alistada nas páginas brancas da lista telefónica sob “Public Utilities Commission” – comissão de serviços públicos do seu município ou “Hydro Electric Commission” – comissão hidro-eléctrica.

WATER AND SEWER SERVICES

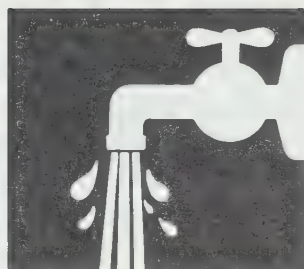
The purification and distribution of water and the provision of sewer services are a municipal responsibility. These services are provided mainly in urban areas. In most rural areas, property owners use wells and septic systems at their own expense.



In many places you are charged for the use of water as determined by reading your water meter. You may also pay a “sewer surcharge” for sewer services. The surcharge is based on the amount of water you use. If you live in a home without a meter, you will pay a fixed amount for water and sewer services.

Municipalities collect for water and sewer in several ways. For example, the City of Toronto bills for water separately, twice a year. Because most houses are not metered, the amount is a fixed charge. In the City of Scarborough, the public utilities commission collects for electricity and water. Sewer charges are included on the tax bill in all of the municipalities in Metropolitan Toronto. In the City of Cambridge, the public utilities commission collects for electricity, water and sewer charges. A sample of a Hydro-Electric Commission bill is on the following page.

SERVIÇOS DE ÁGUA E ESGOTO



A purificação e distribuição de água e os serviços de esgotos são uma responsabilidade municipal. Estes

serviços são principalmente providen-

ciados em centros urbanos. Na maior parte das áreas rurais, os proprietários usam poços e sistemas sépticos à sua própria custa.

Em muitas localidades, o consumidor paga a água consoante o consumo que o contador mostra. Poderá também pagar uma “sewer surcharge” – sobretaxa por serviços de esgoto. A sobretaxa é baseada no consumo de água. Se a casa onde vive não tem contador, pagará uma taxa fixa pelos serviços de água e esgotos.

Os municípios recebem a cobrança de água e esgotos de diversas formas. A cidade de Toronto por exemplo, cobre pela água, separadamente duas vezes por ano. A maior parte das casas não têm contador e por isso a quantia a cobrar é fixa. A comissão de serviços públicos da cidade de Scarborough faz a cobrança de água e de electricidade. Em todos os municípios de Toronto Metropolitano, a taxa do esgoto está incluída na conta do imposto predial. A comissão de serviços públicos da cidade de Cambridge faz a cobrança de água, electricidade e esgoto em conjunto. Na página seguinte encontra-se uma amostra da conta da “Hydro-Electric Commission” – comissão hidro-eléctrica.

CUSTOMER NAME			SERVICE LOCATION			ACCOUNT NUMBER		
Your Name			Your Address			000-0000-0000- -0		
PRESENT READING	PREVIOUS READING	MULT.	CONSUMPTION	DEMAND READING	READING DATE	BILLING DATE	CONSUMPTION DAYS	
32350	30660	1	1690				57	
			kWh	kVA			RES. BI-MONTHLY	
ENERGY CHARGES							96.02	
AVERAGE DAILY USE FOR PERIOD - THIS YEAR 30 KWH								
SAMPLE								
WATER & SEWER RATES BILLED AND COLLECTED ON BEHALF OF THE REGION OF HALTON								
PRESENT READING	PREVIOUS READING	CONSUMPTION		METER SIZE	NUMBER OF UNITS			
1,571 M	1,533 M	38 m ³		0058				
WATER ACCT. TYPE	RESIDENTIAL		SEWER ACCT. TYPE	RESIDENTIAL				
WATER CHARGES							17.59	
SEWER RATE CHARGES							21.02	
SEWER RATES INCLUDE A 15 PERCENT DISCOUNT FOR WATER NOT DISCHARGED TO THE SANTTARY SEWER.								
YOUR HYDRO-ELECTRIC COMMISSION						ACCOUNT NUMBER 000-0000-0000- -1		
AMOUNT NOW DUE						\$ 134.63		
AFTER								
PLEASE PAY \$						139.43		

Having Your Meter Read

If your meters (hydro and water) are located outside of the house, you must make sure that the way is clear so that the meter can be read. If either meter is inside your home, the meter reader will need to enter. Before letting anyone in to read a meter, ask to see proper identification. If you do not wish the meter reader to enter, or if you are not at home, a card will be left for you to fill in and mail. In some municipalities, you may also provide the required information by phone.

CUSTOMER NAME Your Name			SERVICE LOCATION Your Address			ACCOUNT NUMBER 000-0000-0000- -0		
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PRESENT READING 32350	PREVIOUS READING 30660	MULT. 1	CONSUMPTION 1690 <small>kWh</small>	DEMAND READING <small>kW</small> <small>kVA</small>	READING DATE YR. MO. DAY	BILLING DATE YR. MO. DAY	CONSUMPTION DAYS 57
						HYDRO ACCT. TYPE RES. BI-MONTHLY	

ENERGY CHARGES 96.02

AVERAGE DAILY USE FOR PERIOD – THIS YEAR 30 KWH

CÓPIA

WATER & SEWER RATES BILLED AND COLLECTED ON BEHALF OF THE REGION OF HALTON				
PRESENT READING 1,571 M	PREVIOUS READING 1,533 M	CONSUMPTION 38 m ³	METER SIZE 0058	NUMBER OF UNITS
WATER ACCT. TYPE RESIDENTIAL		SEWER ACCT. TYPE RESIDENTIAL		

WATER CHARGES 17.59

SEWER RATE CHARGES 21.02

SEWER RATES INCLUDE A 15 PERCENT DISCOUNT FOR WATER NOT DISCHARGED TO THE SANITARY SEWER.

YOUR HYDRO-ELECTRIC COMMISSION

ACCOUNT NUMBER
000-0000-0000- -1

AMOUNT NOW DUE	\$ 134.63
AFTER	
PLEASE PAY	\$ 139.43

Leitura do Contador

Se os seus contadores (água e electricidade) estão localizados no exterior da casa, tem que manter o seu acesso desimpedido para que a contagem possa ser feita. Se qualquer um dos contadores estiver dentro de casa, o funcionário que faz a contagem precisará de entrar. Antes de deixar entrar alguém para fazer a contagem, peça para ver a identificação. Se não quiser que o funcionário de contagem entre em casa ou se não estiver em casa, ser-lhe-á deixado um postal o qual deve ser preenchido e remetido. Nalguns municípios pode ser que tenha que dar a informação referida telefonicamente.

WHERE TO FIND OUT MORE

If you want more information on any municipal service or on how to participate in local government, call your municipality. The telephone number is in the blue pages at the back of the telephone directory. If you have a question about a particular service, call the department which provides that service. If you do not know whom to call, contact the municipal clerk. He or she will be able to answer your question, or tell you where to call.

Many municipalities publish a municipal directory giving information on the municipality and its services. In some of the larger municipalities, the directory is available in several languages. Ask the municipal clerk if a directory is available in your municipality.



COMO OBTER MAIS INFORMAÇÕES



Se quiser obter mais informações sobre qualquer serviço municipal ou como participar na autarquia local, telefone para a câmara. O número de telefone encontra-se nas páginas azuis da lista telefónica. Se tiver alguma pergunta acerca de determinado serviço, telefone para o departamento responsável por tal serviço. Se não souber para quem telefonar, contacte o secretário municipal. Ele ou ela saberá responder-lhe à pergunta ou dizer-lhe para onde telefonar.

Muitas autarquias publicam um manual municipal o qual contém informações acerca do município e dos seus serviços. O manual é publicado em várias línguas nos municípios maiores. Informe-se com o secretário municipal se existe um manual no seu município.

GLOSSARY

Alderman:	See “councillor.”
Assessment Roll:	A record of the assessed value of each property in a municipality.
At Large Election:	An election system in which all elected candidates represent the entire municipality.
Board of Education:	See “school board.”
Building Permit:	Formal, written permission to begin construction of or renovations to a building.
By-Laws:	Laws passed by a municipality that are in effect only within the boundaries of the municipality.
Chairman of Regional Council:	The head of a regional municipal council usually chosen by the members of council.
City:	A municipality with a large population. A city located in a county does not pay for, or receive, services offered by the county.
Committee of Adjustment:	A committee of citizens appointed by the local council to deal with requests for minor exemptions or “variances” from municipal by-law standards.
Councillors:	Members of municipal council elected to represent the interests of the citizens. Councillors may be elected at large or by ward. Councillors are sometimes called aldermen.
County:	An upper level of municipal government used mainly in rural areas. Counties provide services which cannot be provided as efficiently by individual local municipalities. The lower level of municipal government includes townships, villages and towns within the county.
General Welfare Assistance:	An income support program providing financial assistance to people who are otherwise without support.
Hydro-Electric Commission:	A Public Utilities Commission that oversees only the provision of electrical services.

GLOSSÁRIO

Alderman:	– Vereador Ver “conselheiro.”
Assessment Roll:	– Registo de Avaliação de Propriedades Um registo do valor atribuído a cada propriedade numa municipalidade.
At Large Election:	– Eleição Geral Um sistema de eleição no qual todos os candidatos eleitos representam o município no todo.
Board of Education:	– Direcção de Educação Ver “directão escolar.”
Building Permit:	– Licença de Construção Uma autorização por escrito e oficial para começar a construção ou obras de renovação num edifício.
By-Laws:	– Posturas São leis decretadas pelo município e que se aplicam sómente dentro dos limites do município.
Chairman of Regional Council:	– Presidente do Conselho Regional Entidade máxima do conselho municipal regional geralmente escolhido/a pelos membros do conselho.
City:	– Cidade Uma municipalidade com uma vasta população. Uma cidade que fique dentro de uma comarca, não paga nem recebe os serviços prestados pela comarca.
Committee of Adjustment:	– Comité de Ajustamento É um comité de cidadãos nomeados pelo conselho local para tratar de requerimentos que solicitam pequenas excepções ou “variações” aos regulamentos estandardizados municipais.
Councillors:	– Conselheiros Membros do conselho municipal eleitos para representarem os interesses dos cidadãos. Os conselheiros podem ser eleitos duma forma geral ou por distrito eleitoral. Os conselheiros são por vezes intitulados por vereadores.
County:	– Comarca Um nível mais alto de governo municipal, praticado principalmente nas áreas rurais. As comarcas fornecem serviços que não podem ser prestados tão eficientemente, quando prestados singularmente por cada município. O nível mais básico de governo municipal inclui as povoações, aldeias e vilas que fazem parte da comarca.

Improvement District:	A municipality in Northern Ontario which is managed by provincially-appointed trustees. An improvement district is established in unsettled or sparsely settled areas where a new industry is located and municipal government is needed immediately. The improvement district is replaced by a township when the community becomes established.
Interim Tax Bill:	A bill requiring payment of taxes for the first part of the year based on the previous year's taxes.
Land Severance:	Dividing land into smaller sections by the property owner for the purpose of selling, leasing or mortgaging.
Land Use Planning:	Managing the development and use of land using such tools as official plans and zoning by-laws. Planning ensures that as a municipality grows, necessary services such as streets and schools are not over-burdened and essential elements of the natural environment are preserved.
Local Boards:	Appointed bodies that oversee various operations of a municipality. For example, library boards, local boards of health.
Mayor:	The head of council in a city or town, elected at large.
Mill Rate:	A rate set each year by the municipality. It is determined by the total amount of tax dollars the municipality must collect from its property owners to pay for the municipal services and education provided.
Municipality:	A city, borough, town, township, village, county, or region, with local self-government. It allows residents of a specific geographic area to provide services of common interest.
Municipal Council:	A group of people elected by a municipality's voters to make choices on their behalf about the provision of municipal services.
Ontario Building Code:	Standards for materials and design which all building construction and renovation must meet.
Polling List:	A list of eligible voters.
Polling Place:	The place where people vote. For example, schools, community centres, churches etc.
Property Assessment:	A value assigned to the property based on a percentage of the dollar value of the property. The value is determined by a provincial assessor and used to calculate property taxes.

General Welfare Assistance:	<ul style="list-style-type: none"> – Assistência Geral de Bem-Estar Social <p>Um programa de auxílio económico dando assistência financeira a pessoas que não têm outros meios de subsistência.</p>
Hydro-Electric Commission:	<ul style="list-style-type: none"> – Comissão Hidro-Eléctrica <p>Uma Comissão de Serviços Públicos que superintende unicamente o fornecimento de serviços eléctricos.</p>
Improvement District:	<ul style="list-style-type: none"> – Distrito em Melhoramento <p>Refere-se a uma municipalidade no Norte do Ontário que é administrada por fiduciários nomeados pelo governo provincial. Um melhoramento de distrito é estabelecido em áreas despovoadas ou pouco povoadas e onde se localiza uma nova indústria, originando uma necessidade imediata de um governo municipal. Uma vez a comunidade estabelecida, deixa de ser um melhoramento de distrito e passa a ser uma povoação.</p>
Interim Tax Bill:	<ul style="list-style-type: none"> – Aviso de Pagamento Interino de Imposto Predial <p>Um aviso de pagamento pedindo o pagamento de impostos referentes à primeira parte do ano, baseados nos impostos do ano anterior.</p>
Land Severance:	<ul style="list-style-type: none"> – Loteamento de Terreno <p>Divisão de terreno em secções mais pequenas pelo proprietário com a finalidade de vender, alugar ou hipotecar.</p>
Land Use Planning:	<ul style="list-style-type: none"> – Planejamento de Utilização de Terreno <p>Administração do desenvolvimento e utilização do terreno, servindo-se de tais métodos como planos oficiais e posturas urbanísticas. O planejamento assegura que à medida que a municipalidade vai crescendo, os serviços essenciais, tais como ruas e escolas não ficam sobrecarregados e que os elementos naturais do meio-ambiente sejam preservados.</p>
Local Boards:	<ul style="list-style-type: none"> – Direcções Locais <p>São corpos nomeados que superintendem várias operações das autarquias. Por exemplo, direcções bibliotecárias e direcções locais de saúde.</p>
Mayor:	<ul style="list-style-type: none"> – Presidente da Câmara Municipal <p>A entidade máxima no conselho duma cidade ou vila, eleito por sufrágio.</p>
Mill Rate:	<ul style="list-style-type: none"> – Taxa de Imposto <p>Uma taxa imposta pelo município todos os anos. Tal taxa é determinada pela quantia total de impostos que o município tem que cobrar aos proprietários para financiamento dos serviços municipais e educativos.</p>

Property Standards By-Law:	A by-law requiring buildings to be kept in a good state of repair and properties to be kept clear of debris for the health and safety of those who use them.
Property Tax:	A collection of money from each property owner in the municipality to pay for the portion of services the municipality provides that cannot be paid for through grants from the province or user fees.
Public Utilities Commission:	A commission elected to oversee the provision of electricity and in some cases, water. It also sets local rates. It is sometimes called a Hydro or Hydro-Electric Commission.
Reeve:	The head of council in a village or township elected at large. Some towns, villages and townships also have a deputy reeve.
Regional Municipality:	In ten areas of Ontario, county government has been replaced by regional government. Regional municipalities have authority over certain functions in all municipalities within their boundaries.
Returning Officer:	The person responsible for conducting a local election. The returning officer, usually the municipal clerk, ensures an election is conducted fairly.
School Board:	An elected body to oversee the provision of education in the area under the board's jurisdiction. The school board oversees the building and maintenance of schools, the hiring of teachers and other staff, authorizes educational programs and approves textbooks. School boards are also called "Boards of Education."
Town:	A mid-sized urban municipality with a population of between about 2,000 and 15,000.
Township:	A form of municipality designed for rural areas. A township usually has a population of 1,000.
Trustees:	Elected members of a school board or board of education.
Village:	The smallest type of urban municipality with a minimum population of approximately 500.
Warden:	The head of county council selected annually from among its members.
Wards:	Geographic areas into which a municipality is divided for the purpose of electing members of council and school trustees.
Zoning By-Law:	A by-law dividing the municipality into smaller areas called zones and setting out the ways in which the land within the zone can be used.

Municipality:	<ul style="list-style-type: none"> – Municipalidade <p>Uma cidade, vila, povoação, aldeia, comarca, ou região, com governo próprio local que permite aos residentes duma área geográfica específica, a prestarem serviços de interesse comum.</p>
Municipal Council:	<ul style="list-style-type: none"> – Conselho ou Assembleia Municipal <p>Composto por um grupo de pessoas eleitas pelos votantes do município para tomarem decisões em representação destes, sobre a provisão de serviços municipais.</p>
Ontario Building Code:	<ul style="list-style-type: none"> – Código de Construção do Ontário <p>Normas para os desenhos e materiais a que toda a construção e renovação de edifícios tem que obedecer.</p>
Polling List:	<ul style="list-style-type: none"> – Lista Eleitoral <p>Uma lista de votantes elegíveis.</p>
Polling Place:	<ul style="list-style-type: none"> – Local Eleitoral <p>O local onde as pessoas votam. Por exemplo, escolas, centros comunitários, igrejas, etc.</p>
Property Assessment:	<ul style="list-style-type: none"> – Avaliação de Imóveis <p>Um valor atribuído à propriedade e baseado numa percentagem do valor pecuniário da propriedade. O valor é determinado por um assessor provincial e usado para calcular o imposto predial.</p>
Property Standards By-Law:	<ul style="list-style-type: none"> – Regulamento de Manutenção de Imóveis <p>Um regulamento ou postura que determina que os edifícios sejam mantidos em bom estado de conservação e que os logradouros sejam mantidos limpos de lixo e resíduos, para segurança e saúde daqueles que os utilizam.</p>
Property Tax:	<ul style="list-style-type: none"> – Imposto Predial <p>Uma cobrança pecuniária a todos os proprietários do município para pagamento da parte dos serviços prestados pelo município que não podem ser pagos através de subvenções provinciais ou por cobranças feitas aos utentes.</p>
Public Utilities Commission:	<ul style="list-style-type: none"> – Comissão de Serviços Públicos <p>Uma comissão eleita para administrar o fornecimento de electricidade, e nalguns casos, de água. Esta determina qual o preço a cobrar por estes serviços prestados pelo município. É por vezes conhecida por “Hydro” ou “Hydro-Electric Commission” – Hidro ou Comissão Hidro-Eléctrica.</p>

Reeve:	<ul style="list-style-type: none"> – “Reeve” <p>Entidade máxima do conselho numa aldeia ou povoação eleito/a por sufrágio. Algumas vilas, aldeias e povoações também têm um “deputy reeve” – vice-reeve.</p>
Regional Municipality:	<ul style="list-style-type: none"> – Município Regional <p>O governo de comarca foi substituído por um governo regional em dez áreas do Ontario. Os municípios regionais têm autoridade sobre certas funções em todos os municípios que ficam dentro dos seus limites.</p>
Returning Officer:	<ul style="list-style-type: none"> – Director de Escrutínio <p>A pessoa responsável pela administração duma eleição local. O director de escrutinio é normalmente o secretário municipal e garante que a eleição seja conduzida apropriadamente.</p>
School Board:	<ul style="list-style-type: none"> – Direcção Escolar <p>A direcção escolar é um corpo eleito para superintender o ensino na área que recai sob a sua jurisdição. A direcção escolar dirige a construção e manutenção das escolas, emprega professores e outro pessoal e aprova programas académicos e livros. As direcções escolares são também conhecidas por “Direcções de Educação.”</p>
Town:	<ul style="list-style-type: none"> – Vila <p>Um município urbano de tamanho médio com uma população entre aproximadamente 2,000 a 15,000 residentes.</p>
Township:	<ul style="list-style-type: none"> – Povoação <p>Uma forma de município estruturada para áreas rurais. Estas têm geralmente uns 1,000 residentes.</p>
Village:	<ul style="list-style-type: none"> – Aldeia <p>O tipo mais pequeno de município urbano com uma população mínima de cerca de 500 pessoas.</p>
Warden:	<ul style="list-style-type: none"> – “Warden” <p>A entidade máxima do conselho de comarca escolhido/a anualmente de entre os seus membros.</p>
Wards:	<ul style="list-style-type: none"> – Distritos Eleitorais <p>Áreas geográficas em que o município está dividido com a finalidade de eleger membros do conselho e fiduciários escolares.</p>
Zoning By-Laws:	<ul style="list-style-type: none"> – Posturas Urbanísticas <p>Um regulamento que divide o município em áreas mais pequenas designadas por zonas e determina como os terrenos dentro da zona podem ser utilizados.</p>

English

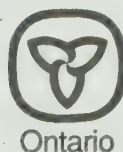
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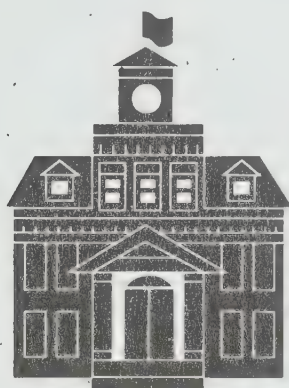


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WELCOME TO LOCAL GOVERNMENT IN ONTARIO



INTRODUCTION

This book has been prepared to help newcomers to Ontario, their teachers and councillors, immigrant aid agencies, schools, and other non-profit groups which assist newcomers. It will also be useful to people who are looking for an introduction to local government, how it works, and the services it provides.

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(416) 585-6244

USŁUGI MIEJSKIE W ONTARIO



SŁOWO WSTĘPNE

Książka ta została przygotowana aby pomóc nowoprzybyłym do prowincji Ontario, ich nauczycielom, opiekunom, agencjom pomocy dla imigrantów, szkołom i innym niedochodowym grupom asystującym nowoprzybyłym. Książka ta także będzie użyteczna dla osób, które szukają informacji o lokalnych władzach, ich pracy i oferowanych usługach.

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Thanks

...to the many people in community agencies and other Ontario Government ministries for their help, their ideas, and their support.

Please Note

The information in this book was first prepared in January 1988 and updated in July 1991. For more current information you should contact your municipality or the provincial agency that is responsible.

Podziękowanie

... dziękujemy pracownikom agencji dzielnicowych i ministerstw
rządu ontaryjskiego za ich pomoc, idee i poparcie.

Uwaga:

Informacje zawarte w tej książce były po raz pierwszy
przygotowane w styczniu 1988 roku i następnie zaktualizowane w
lipcu 1991. Po informacje najnowsze proszę skontaktować się z
urzędem miejskim lub właściwą agencją prowincjonalną.

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GOVERNMENT IN ONTARIO



There are three levels of government in Ontario:

- the Government of Canada (federal government)
- the Government of Ontario (provincial government)
- local government (municipalities, school boards, public utilities commissions, and other local boards and commissions).

The Federal Government

The federal government is responsible for matters which affect all of Canada, such as:

- national defence
- foreign policy
- national economic policy
- citizenship
- currency

The Provincial Government

The Government of Ontario is responsible for matters which affect the province, such as:

- highways
- social services
- health care
- the environment

RZĄD W PROWINCJI ONTARIO

Rząd w prowincji Ontario składa się z trzech szczebli:



- Rządu Kanady (rządu federalnego)
- Rządu Prowincji Ontario (rządu prowincjonalnego)
- władz lokalnych (miast i okręgów samorządowych, wydziałów szkolnych, komisji usług użyteczności publicznej oraz innych wydziałów i komisji lokalnych).

Rząd Federalny

Rząd federalny odpowiedzialny jest za sprawy dotyczące całej Kanady, takie jak:

- obrona narodowa
- polityka zagraniczna
- narodowa polityka ekonomiczna
- obywatelstwo
- polityka monetarna.

Rząd Prowincjonalny

Rząd ontaryjski odpowiedzialny jest za sprawy dotyczące prowincji, takie jak:

- autostrady
- opieka społeczna
- służba zdrowia
- środowisko naturalne.

Local Government

Local government is responsible for matters which affect the local area, such as:

- police and fire protection
- schools
- libraries, parks, and recreation facilities
- planning new neighbourhoods
- garbage collection and disposal
- roads and sidewalks

Why is local government responsible for so many important services? Because local government is close to the people it serves. It knows what the local community's needs are and how best to meet them.

Władze Lokalne

Władze lokalne odpowiedzialne są za sprawy dotyczące okręgu, takie jak:

- policja i straż pożarna
- szkoły
- biblioteki, parki i urządzenia rekreacyjne
- planowanie nowych osiedli
- zbieranie i składowanie śmieci
- drogi i chodniki.

Dlaczego władze lokalne odpowiedzialne są za tak wiele ważnych usług? Ponieważ władze lokalne są w bliskim kontakcie z ludźmi, którym służą. Znają ich potrzeby i wiedzą jak wyjść im najlepiej naprzeciw.

MUNICIPALITIES

There are 832 municipalities in Ontario, but no two are exactly the same. They range in size from Metropolitan Toronto with over two million people to the Township of Cockburn Island which has only three permanent residents. Two-thirds of the people in Ontario live in the province's 50 largest municipalities. The population of most municipalities is quite small. About 600 municipalities in the province have fewer than 5,000 people.

Local Municipalities

Depending on its size, a local municipality may be called a city (usually large municipalities), a town, or a township or village (usually small). The local municipality provides most of the services you receive.

Counties and Regions

It is often more efficient to provide some services over an area larger than the local municipality. For this reason local municipalities in Southern Ontario are part of a county (mainly in rural areas) or a regional municipality, often called a region, (mainly in urban areas).

Counties and regions work with their local municipalities to provide services to their residents.

Metropolitan Toronto

Metropolitan Toronto, or "Metro Toronto", is Ontario's largest municipality and is similar to a region. If you live in the City of Etobicoke, the City of North York, the City of Scarborough, the City of Toronto, the City of York, or the Borough of East York, you live in Metropolitan Toronto.

MIASTA I OKRĘGI SAMORZĄDOWE

W prowincji Ontario znajdują się 832 miasta i okręgi samorządowe, ale nie ma dwóch dokładnie takich samych. Pod względem wielkości wahają się od metropolii torontońskiej zamieszkałej przez ponad 2 miliony ludzi do okręgu samorządowego Cockburn Island mającego tylko 3 stałych rezydentów. Dwie trzecie mieszkańców Ontario żyje w 50 największych miastach i okręgach samorządowych prowincji. Większość z nich ma małe zaludnienie. Około 600 miast i okręgów samorządowych prowincji ma poniżej 5.000 mieszkańców.

Lokalne Miasta i Okręgi Samorządowe

W zależności od wielkości jednostka samorządowa może być nazywana miastem (city; jeżeli jest to duża jednostka samorządowa, town - jeżeli jest to jednostka poniżej 15 000 mieszkańców), gminą (township) lub wioską (village) (zazwyczaj mała jednostka). Lokalne władze miejskie odpowiedzialne są za większość świadczonych usług.

Powiaty i Regiony

Świadczenie niektórych usług dla dużego obszaru raczej niż małego jest często bardziej opłacalne. Z tego powodu miejscowe jednostki samorządowe na południu Ontario wchodzi w skład powiatu (county) (głównie w okolicach rolniczych) lub regionu samorządowego (regional municipality), zwanego także regionem (region) (głównie w okolicach miejskich).

Powiaty i regiony współpracują z miejscowymi okręgami samorządowymi świadcząc usługi dla ich mieszkańców.

Metropolia Torontońska

Metropolia torontońska lub "Metro Toronto" jest największą jednostką miejską w prowincji Ontario i odpowiada regionowi. Jeśli mieszkasz w City of Etobicoke, City of North York, City of Scarborough, City of Toronto, City of York lub Borough of East York wciąż mieszkasz w metropolii torontońskiej.

Municipal Councils

A municipality is governed by its municipal council. The members, called councillors or aldermen, are elected by the voters in the municipality.

Council's job is to make decisions about the community and the services it will provide. By using the money it raises as wisely as possible, council is responsible for such services as:

- fire and police protection
- roads, sidewalks, and street lighting
- public transit
- water and sewer services
- street cleaning and snow plowing
- child care centres and homes for the elderly
- garbage collection and disposal
- planning for new housing and business development
- parks, arenas, and other recreation facilities
- libraries

Because a municipality provides so many services, it may divide its council into committees. Each committee studies certain services and makes recommendations to the entire council. For example, a public works committee might look after road building and repairs, traffic problems, street lighting, and sewers.

Meetings of council and committees are held on a regular basis and are open to the public. You are encouraged to attend and can find out the dates and times of meetings by telephoning your municipality.

The number will be listed under "Municipalities" in the blue pages at the back of your telephone book.

How Does Council Make Decisions?

At their meetings council members discuss and make decisions on matters that can come before them in three ways:

- members can bring issues that are important to them
- the municipality's staff can ask council to consider and make decisions on things
- individuals, groups, and businesses can ask council to consider issues which affect them.

Rady Miast i Okręgów Samorządowych

Rady stoją na czele miast i okręgów samorządowych. Członkowie ich, zwani radnymi (councillors) lub radnymi miejskimi (aldermen) wybierani są w lokalnym głosowaniu.

Do obowiązków rady należy podejmowanie decyzji dotyczących miejscowej społeczności i świadczonych usług. Zarządzając możliwie najmądrzej zebranymi pieniędzmi rada odpowiedzialna jest za takie usługi, jak:

- ochrona przeciwpożarowa i policyjna
- drogi, chodniki, oświetlenie ulic
- komunikację publiczną
- wodociągi i kanalizację
- czyszczenie ulic i odśnieżanie
- ośrodki opieki nad dziećmi i domy dla starszych
- zbieranie śmieci i ich składowanie
- planowanie nowych osiedli mieszkaniowych i handlowych
- parki, areny i inne urządzenia rekreacyjne
- biblioteki.

Z powodu tak szerokiej odpowiedzialności rady dzielą się czasami na komitety. Każdy komitet bada pewien rodzaj usług i przedstawia rekomendacje przed całą radą. Na przykład, komitet do spraw robót publicznych może być odpowiedzialny za budowę i naprawę dróg, problemy związane z ruchem drogowym, oświetlenie ulic i kanalizację.

Zebrania rady i komitetów odbywają się regularnie i otwarte są dla publiczności. Każdy mieszkaniec jest zachęcany do uczestniczenia w nich. Informacji na temat dni i godzin zebrań udziela urząd miasta. Numer telefonu znajduje się w książce telefonicznej, niebieskiej sekcji pod hasłem "Municipalities".

Jak Rada Podejmuje Decyzje?

Na zebraniach członkowie rady dyskutują i podejmują decyzje w sprawach, które dostały się na wokandę w trojaki sposób:

- zostały przedstawione przez radnych
- zostały wniesione przez pracowników miejskich
- zostały złożone przez osoby indywidualne, grupy lub przedstawicieli przedsiębiorstw.

All of these items are put on council's agenda (the list of items to be discussed at the meeting). If council thinks that it needs more information it can ask the municipal staff to prepare a report. The issue may also be considered by a special committee. When council has all the information it needs it will discuss the matter and make a decision.

If council decides that some action is needed it may pass a by-law. By-laws are laws that are in effect only in that municipality. The provincial government limits the things that a municipality may do, and council can pass by-laws only on matters that are allowed by the province.

Asking Council to Consider a Matter

One of the advantages of local government is that you can easily take part in making decisions. You have the right to give your opinion on things that affect your municipality. You can do this by speaking or writing to your councillor. You can also write to the council or ask to speak at a council or committee meeting by contacting your municipal clerk's office.

LOCAL BOARDS AND COMMISSIONS

Many municipalities set up boards and commissions to give advice on such things as libraries, housing, or recreation.

Council appoints members of the community to serve on these boards. If you are interested in serving on a particular board you can contact the municipal clerk who will tell you when appointments are being made. You can also watch your local newspaper for advertisements for people to serve on a board.

Wszystkie te sprawy umieszczane są na porządku dziennym rady (na liście tematów, które są dyskutowane na zebraniu). Jeśli rada potrzebuje dodatkowych informacji może zlecić pracownikom miejskim przygotowanie raportu. Temat może także zostać przekazany do zbadania komitetowi. Po zebraniu wszystkich potrzebnych informacji i dyskusji rada podejmuje decyzję.

Jeśli rada uważa, że jest potrzebne podjęcie działania może wydać zarządzenie (by-law). Zarządzenia funkcjonują jak prawo i obowiązują jedynie w obrębie danego okręgu. Rząd prowincjonalny ogranicza zakres działania jednostek miejskich i rada może wydawać zarządzenia dotyczące tylko spraw, które się w tym zakresie mieszczą.

Proszenie Rady o Rozpatrzenie Sprawy

Jedną z zalet posiadania władz lokalnych jest łatwość z jaką można uczestniczyć w podejmowaniu decyzji. Każdy ma prawo wyrazić swoją opinię na tematy dotyczące jego miasta. Można zrobić to rozmawiając ze swoim radnym lub pisząc do niego. Można także napisać do rady lub poprosić o pozwolenie zabrania głosu na zebraniu rady lub komitetu przez skontaktowanie się z biurem sekretarza miejskiego.

WYDZIAŁY LOKALNE I KOMISJE

Wiele miast i okręgów samorządowych powołuje wydziały (boards) i komisje (commissions) do wyrażania opinii w takich kwestiach, jak biblioteki, budownictwo mieszkaniowe i rekreacja.

Członków wydziałów powołuje rada z przedstawicieli miejscowego społeczeństwa. Jeśli jesteś zainteresowany wzięciem udziału w pracach jednego z wydziałów skontaktuj się z sekretarzem miejskim, który powie ci kiedy wybierani są członkowie. Miejsowe gazety także zamieszczają ogłoszenia poszukując chętnych do pracy w komisjach.

SCHOOL BOARDS

School boards are an important part of local government. The province's Ministry of Education sets general policies and standards for all school boards.

Within those guidelines the local school boards, elected by the residents, decide how best to meet the needs of their students.

School board members, called trustees, are responsible for:

- building and looking after schools
- hiring teachers and other staff
- approving programs and textbooks.

If you have a concern or need some information about education in your area, call or write to your trustee or to the school board.

PUBLIC UTILITIES COMMISSIONS

In many municipalities a public utilities commission supplies electricity and is responsible for:

- making sure that electricity is available
- planning electricity for new buildings or developments
- setting the prices to be paid by residents and businesses.

Where there is no commission, electricity is provided directly by the municipality.

Public utilities commissions may also be set up to look after water services or public transit.

The members of a commission may be appointed by the council or may be elected by the voters in a municipality.

WYDZIAŁY SZKOLNE

Wydziały szkolne (school boards) są ważną częścią miejscowego samorządu. Prowincjonalne Ministerstwo Szkolnictwa ustala ogólne wytyczne i normy dla wszystkich wydziałów szkolnych. W ramach tych wytycznych lokalne wydziały szkolne, wybierane przez mieszkańców, decydują jak najlepiej sprostać potrzebom ich uczniów.

Członkowie wydziałów szkolnych, zwani powiernikami (trustees), odpowiedzialni są za:

- budynki i dogłębne szkół
- zatrudnianie nauczycieli i innych pracowników
- zatwierdzanie programów i podręczników.

Jeśli masz pytania lub potrzebujesz więcej informacji na temat szkolnictwa w Twojej okolicy zadzwoń lub napisz do swojego powiernika lub wydziału szkolnego.

KOMISJE USŁUG UŻYTECZNOŚCI PUBLICZNEJ

W wielu okręgach miejskich komisja usług użyteczności publicznej dostarcza elektryczność i jest odpowiedzialna za:

- zapewnienie stałych dostaw elektryczności
- planowanie elektryczności dla nowych budynków i osiedli
- ustalanie opłat za elektryczność dla mieszkańców i przedsiębiorstw.

Gdzie nie ma komisji, elektryczność dostarczana jest bezpośrednio przez zarząd miejski.

Komisje usług użyteczności publicznej mogą również być powołane do nadzoru nad wodociągami i komunikacją publiczną.

Członkowie komisji mogą być wyznaczeni przez radę lub wybrani w głosowaniu municypalnym.

LOCAL GOVERNMENT ELECTIONS



Members of local municipal councils, school boards, and some public utilities commissions are elected by the people they serve.

Local elections are held every three years, always on the second Monday in November; 1991, 1994, and 1997 are election years.

Who Can Vote in Local Elections?

Anyone can vote who on voting day is:

- 18 years old or older,
- a Canadian citizen, and
- lives or owns or rents property in the municipality, or is the spouse of an owner or tenant, during a specified period just before the election.

To be able to vote, your name must be on a list of eligible voters, called a polling list. In an election year, if you are on the list, you should receive a card in the mail telling you that you are eligible to vote. If you think that you are eligible but have not received a card by mid-September, call your municipality.

Where to Vote

The place where people vote is called a poll, or polling place. Each poll has voting booths where you can make your vote in secret.

Polling places are usually in schools, churches, community centres, and apartment buildings and are accessible to people with physical disabilities.

If you are eligible to vote, you should receive a card telling you where your polling place is. If you do not receive a card, or have any questions, call your municipality.

WYBORY MIEJSCOWYCH WŁADZ

Członkowie lokalnych rad miejskich, wydziałów szkolnych i niektórych komisji usług użyteczności publicznej wybierani są przez ludzi, którym służą:



Lokalne wybory odbywają się co trzy lata, zawsze w drugi poniedziałek listopada; następne wybory odbędą się w 1994 i 1997 roku.

Kto Może Głosować w Lokalnych Wyborach?

Każdy może głosować kto w dniu wyborów:

- ma ukończone 18 lat
- jest obywatelem kanadyjskim i
- mieszka, posiada lub dzierżawi nieruchomość na danym terenie (lub jest współmałżonkiem właściciela lub lokatora) przez jakiś określony czas, na krótko przed wyborami.

Aby głosować w wyborach Twoje nazwisko musi znaleźć się na liście wyborczej (polling list). W roku wyborów, jeśli jesteś na liście, powinieneś otrzymać pocztą zawiadomienie, że jesteś uprawniony do głosowania. Jeśli nie otrzymałeś zawiadomienia do połowy września, a sądzisz, że jesteś uprawniony do głosowania to przedzwoń do władz miejskich.

Gdzie Głosować?

Miejsce, gdzie mieszkańcy głosują nazywa się lokal wyborczy (polling place lub w skrócie poll). Każdy lokal wyborczy wyposażony jest w kabiny wyborcze umożliwiające oddanie głosu w sekrecie.

Lokale wyborcze zazwyczaj znajdują się w szkołach, kościołach, ośrodkach dzielnicowych i dużych budynkach mieszkalnych. Wszędzie zapewniony jest dostęp dla inwalidów.

Osoby uprawnione do głosowania powinny otrzymać zawiadomienie o adresie lokalu wyborczego. Jeśli nie otrzymasz zawiadomienia lub masz jakieś pytanie, przedzwoń do zarządu miejskiego.

Who Runs an Election?

A local election is the responsibility of the municipal clerk, who serves as a returning officer. The returning officer hires and trains the election officials and makes sure that the election is fair.

A deputy returning officer and a poll clerk look after each polling place to supervise the vote and to answer any questions that you might have.

How Are Municipal Councils Elected?

There are two different ways in which municipal councillors can be elected.

In some municipalities they are elected "at large", which means that the councillors represent the whole municipality and are elected by all of the voters in the municipality. If the council has five members, for example, all of the voters in the municipality may vote for five of the candidates. When all the votes are counted, the five who received the most win the election and become the new councillors.

Other municipalities are divided into areas called wards, and the voters elect councillors only for their wards. The candidates who received the most votes in each ward then form the new council.

The new council takes office at the first meeting in December after the election.

How is the Head of Council Elected?

The head of a local council is elected "at large" by all of the voters in a municipality. The head of council is called a mayor in cities, towns, and some townships and a reeve in villages and other townships.

What about a County Council?

Members of county councils are not directly elected by the voters. Instead, members of the councils of the local municipalities in the county sit on the county council.

The head of the county council is called a warden. The council chooses its own warden each year from among its members.

Kto Organizuje Wybory?

Miejscowe wybory organizowane są przez sekretarza miejskiego, w tym wypadku występującego jako komisarz wyborczy (returning officer). Komisarz wyborczy jest odpowiedzialny za zatrudnienie i przeszkolenie urzędników wyborczych oraz zapewnienie prawidłowego przebiegu wyborów.

Zastępca komisarza i urzędnik wyborczy opiekują się lokalem wyborczym, nadzorują głosowanie i odpowiadają na pytania głosujących.

Jak są Wybierani Radni Miejscy?

Są dwie metody wybierania radnych.

W niektórych jednostkach miejskich są oni wybierani przez "ogół", co oznacza, że radni reprezentują całe miasto lub okręg samorządowy i są wybierani przez wszystkich wyborców z danego terenu. Jeśli rada ma 5 członków, na przykład, wszyscy wyborcy mogą głosować na 5 kandydatów. Po zliczeniu głosów pięciu, którzy otrzymali najwięcej głosów wygrywa wybory i zostaje nowymi radnymi.

Niektóre miasta i okręgi samorządowe podzielone są na dzielnice (wards) i wyborcy wybierają tylko radnych dzielnicowych. Kandydaci, którzy otrzymali najwięcej głosów w każdej dzielnicy tworzą nową radę.

Nowa rada obejmuje urząd na pierwszym zebraniu w grudniu, po elekcji.

Jak Jest Wybierany Przewodniczący Rady?

Przewodniczący rady lokalnej wybierany jest przez "ogół" wyborców. Przewodniczącym rady miejskiej i rad niektórych okręgów samorządowych jest burmistrz (mayor), natomiast przewodniczącym rady wiejskiej i rad innych małych okręgów samorządowych jest przewodniczący rady gminnej (reeve).

Co Wiemy o Radzie Powiatowej?

Członkowie rady powiatowej nie są wybierani bezpośrednio przez głosujących. W radzie powiatowej zasiadają członkowie lokalnych rad miejskich w powiecie.

Starosta (warden) wybierany jest co roku przez radnych z własnego grona.

What about Regional Councils?

Members of regional councils can be selected in different ways.

In some regions, including Metro Toronto, the members are elected by the voters. They can be elected to sit on regional council only or to sit on both the local council and the regional council. In other regions local councillors are appointed by their councils to sit on the regional council too. The head of a local council always sits on the regional council.

The head of a regional council is called a chair. The chair is usually selected by the regional council from its members, but in some cases the chair is elected by the voters.

How Are School Boards Elected?

In Ontario there are two school systems that receive funding, a "public" school system and a Roman Catholic "separate" school system. In most areas each system has its own local board. Trustees for both boards are elected at the same time as municipal councillors.

If you are Roman Catholic you may vote for either the public board or the separate board, but not both. If you wish to vote for the separate board you must say that the school portion of your property taxes will go to the separate board. Unless you say that your taxes will be paid to the separate board, they will automatically go to the public board.

In many areas of the province education is available in both English and French. School boards in those areas have English and French language sections, and if you meet certain language requirements you may be eligible to vote for either English or French language trustees, but not both.

How Are Public Utilities Commissions Elected?

Some public utilities commissions are elected. The commission will include the head of the local council and two or four elected commissioners.

The elections are held at the same time as elections for councillors and trustees.

Co Wiemy o Radzie Regionalnej?

Członkowie rady regionalnej wybierani są w dwojaki sposób.

W niektórych regionach, włącznie z metropolią torontońską, radni wybierani są przez wyborców. Mogą być wybierani tylko do rad regionalnych lub do obu rad - lokalnej i regionalnej. W innych regionach radni miejscowi są wyznaczani przez ich rady do rad regionalnych. Przewodniczący rady lokalnej zawsze jest członkiem rady regionalnej.

Na czele rady regionalnej stoi przewodniczący (chair). Przewodniczący jest na ogół wybierany przez radę regionalną spośród ich członków, chociaż w niektórych wypadkach wyboru dokonują wyborcy.

Co Wiemy o Wyborach do Wydziałów Szkolnych?

W prowincji Ontario istnieją dwa systemy szkolne, które utrzymywane są z funduszy publicznych - szkoły publiczne i szkoły katolickie ("oddzielne"). W większości okręgów każdy z tych systemów ma swój własny wydział. Powiernicy do obu wydziałów wybierani są w tym samym czasie co radni miejscy.

Osoby wyznania katolickiego mogą głosować na kandydatów do wydziału publicznego lub do wydziału katolickiego, ale nie do obu. Osoba, która chce wybierać do wydziału katolickiego musi zastrzec, aby część jej podatku od nieruchomości (property taxes) przeznaczana na szkoły została przekazana do wydziału katolickiego. Bez takiego zastrzeżenia podatki będą szły automatycznie do wydziału publicznego.

W wielu okręgach prowincji szkolnictwo dostępne jest w języku angielskim i francuskim. Wydziały szkolne w tych okręgach mają sekcje dla języka francuskiego i angielskiego. Jeżeli osoba odpowiada pewnym wymaganiom językowym może być uprawniona do głosowania na powiernika do sekcji angielskiej lub francuskiej, ale nie do obu.

Jak Wybierane są Komisje Usług Użyteczności Publicznej?

Niektóre komisje usług użyteczności publicznej są wybierane. W komisji zasiada przewodniczący rady lokalnej i dwóch lub czterech wybieranych komisarzy.

Wybory odbywają się w tym samym czasie co wybory na radnych i powierników.

Who Can Be a Candidate?

Anyone who is eligible to vote can be a candidate for a municipal council or a public utilities commission. To be a candidate for a school board you must meet certain requirements. You can contact your board of education for more information.

Anyone who wants to be a candidate must register with the municipal clerk before raising or spending any money for the campaign. A nomination paper, signed by at least ten other qualified voters, must be filed with the clerk at least 30 days before election day.

Candidates in federal and provincial elections represent a political party, but candidates in local elections do not.

LOCAL GOVERNMENT FUNDING



Local governments in Ontario spend almost \$28 billion each year. Almost half of that amount is for education.

About 40% of the \$28 billion comes from property taxes, and less than 20% comes from “user fees” such as transit fares, parking, and rentals. The rest comes from federal and provincial grants.

Property Taxes

Your local government collects property taxes from every property owner. Municipal and school board taxes are collected by the local municipality on the same tax bill. Tenants pay a portion of their landlords’ taxes through their rent.

How does the municipality know how much tax each property owner should pay? There are 3 steps in setting the amount.

Kto Może Zostać Kandydatem?

Każdy kto jest uprawniony do głosowania może być kandydatem do rady miejskiej lub komisji usług użyteczności publicznej. Aby zostać kandydatem do wydziału szkolnego należy odpowiadać pewnym wymaganiom. Więcej informacji udzieli wydział szkolnictwa.

Każdy kto chce zostać kandydatem musi zarejestrować się u sekretarza miejskiego zanim zacznie zbierać lub wydawać pieniądze na kampanię. Papier nominacyjny podpisany przynajmniej przez 10 innych uprawnionych do głosowania osób musi być złożony u sekretarza najdalej 30 dni przed dniem elekcji.

Kandydaci w wyborach federalnych i prowincjonalnych reprezentują partie polityczne. Kandydaci w wyborach lokalnych nie reprezentują partii politycznych.

FUNDUSZ WŁADZ LOKALNYCH

Władze lokalne w prowincji Ontario wydają prawie 28 miliardów dolarów każdego roku. Prawie połowa z tego przeznaczana jest na edukację.



Okolo 40% tych 28 miliardów pochodzi z podatków od nieruchomości, a poniżej 20% pochodzi z "opłat użytkowników", jak opłaty za przejazdy, parkingi i czynsze. Reszta przyznawana jest przez rząd federalny i prowincjonalny.

Podatki od Nieruchomości

Władze lokalne zbierają podatki od nieruchomości (property taxes) od każdego właściciela nieruchomości. Podatki miejskie i na szkoły zbierane są przez władze miejskie na tym samym rachunku podatkowym. Lokatorzy płacą część ich właścicieli podatków w czynszach.

W jaki sposób władze miejskie wiedzą jaki podatek każdy właściciel nieruchomości powinien zapłacić? Są trzy stopnie ustalania sumy podatku.

1) Assessing the Property

Assessing the value of each property is done by the provincial government. Each property is examined by an “assessor”, who is skilled at giving a value to a property. He decides the property’s market value, or what it would be worth if it were sold. The municipality then takes a percentage of the market value to calculate the property assessment.

If you wish to know the assessed value of any property you can visit your municipal office and ask to see the assessment roll. The assessed value of every property in your municipality is listed on this roll.

If the value of your property is changed because of a re-assessment, you will receive a “Notice of Property Valuation” telling you what the new assessment is.

If you think that your property has not been assessed fairly you can do several things.

Talk first with an assessor at the regional assessment office. The address and telephone number are shown on the Notice of Property Valuation, and you may call at any time if you need help or an explanation.

After the Notices of Property Valuation are sent out Assessment Open Houses will be held at many times and places in your municipality, usually at local schools and halls. They will be advertised in daily, weekly, and ethnic newspapers.

The open houses give property owners and tenants a chance to discuss their assessments with an assessor. If you cannot go to an open house, you can make an appointment to meet the assessor at the regional assessment office.

If you are still not satisfied you can appeal your assessment to the Assessment Review Board. The Board will compare your assessment to the assessment of similar properties with the same market value and may lower yours if it thinks that it is too high. Your property assessor will help you make this appeal and explain what has to be done.

1) Oszacowanie Nieruchomości

Oszacowanie (assessing) wartości każdej własności nieruchomości należy do rządu prowincjonalnego. Każda nieruchomość sprawdzana jest przez rzeczoznawcę (assessor), który posiada wymagane w tej dziedzinie kwalifikacje. On decyduje jaka jest wartość rynkowa (market value) nieruchomości lub jaka byłaby jej wartość, gdyby została sprzedana. Następnie władze municypalne biorą procent wartości rynkowej i obliczają oszacowanie nieruchomości dla celów podatkowych (property assessment).

Jeśli chcesz dowiedzieć się jaka jest oszacowana wartość jakiegokolwiek nieruchomości to odwiedź miejscowe biuro miejskie i spytaj o listę oszacowań (assessment roll). Oszacowana wartość każdej nieruchomości w Twoim mieście jest umieszczana na tej liście.

Jeśli wartość Twojej nieruchomości zmieni się z powodu nowego oszacowania (re-assessment) wówczas otrzymasz "Zawiadomienie o Oszacowaniu Nieruchomości" informujące cię o jej nowej wartości.

Jeśli sądzisz, że własność Twoja nie została oszacowana właściwie to możesz poczynić pewne działania.

W pierwszym rzędzie porozmawiaj z rzeczoznawcą w rejonowym biurze oszacowań. Adres i numer telefonu znajduje się na Zawiadomieniu o Oszacowaniu Nieruchomości. Możesz przedzwonić tam o każdej porze jeśli potrzebujesz pomocy lub wyjaśnień.

Po rozestaniu Zawiadomień o Oszacowaniu Nieruchomości władze miejskie organizują "Otwarte Domy" Oszacowań (Assessment Open Houses). Otwarte są one w różnych godzinach i miejscach, najczęściej w miejscowych szkołach i salach publicznych. Ogłoszenia o nich zamieszczane są w gazetach, tygodnikach i gazetach etnicznych.

"Otwarte domy" dają właścicielom i lokatorom możliwość przedyskutowania ich oszacowań z rzeczoznawcą. Jeśli nie możesz skorzystać z "otwartego domu" to możesz spotkać się z rzeczoznawcą w rejonowym biurze oszacowań, po uprzednim zamówieniu wizyty.

Jeżeli wciąż jesteś nieusatysfakcjonowany to możesz odwołać się od decyzji do Wydziału Rewizji Oszacowań (Assessment Review Board). Wydział porówna Twoje oszacowanie z oszacowaniem takiej samej nieruchomości, o tej samej wartości rynkowej i może zredukować wycenę, jeżeli uzna, że jest ona za wysoka. Twój rzeczoznawca nieruchomości pomoże w przygotowaniu odwołania i wyjaśni co należy zrobić.

2) Setting the Mill Rate

The property tax that you pay is based on two things: your property assessment and the mill rate. Each year the municipal council sets the mill rate by:

- deciding how much it will cost to provide all of the municipal services that will be needed,
- subtracting the amounts that will be received from provincial grants and “user fees” to get the amount that will have to be collected from property taxes,
- setting the mill rate that will collect that amount.

3) Calculating Your Taxes

The mill rate is a number that is based on each \$1,000 of property assessment. For instance, a mill rate of 60 means that you will have to pay \$60 for each \$1,000 that your property is assessed.

So if the mill rate is 60 and the assessment on your property is \$5,000, you will pay 60 times 5, or \$300.

Paying Your Property Taxes

If you own property you will receive a tax bill showing the amount you must pay and when you must pay it.

“Interim” Tax Bill

The municipality will often not know how much it must raise until many months after the year has started. But it still needs to spend money and so may send out interim tax bills based on the taxes that were paid in the year before. The final tax bills will cover the difference between what you have already paid and what the municipality actually needs to provide all of the services.

Instalments

Municipalities often allow the taxes to be paid in instalments, that is, in perhaps 6 or 8 payments a year. This gives the municipality a regular flow of money to pay its bills and lets you make smaller payments each time rather than one big one.

2) Ustalanie Współczynnika Podatkowego

Podatek od nieruchomości, który płacisz składa się z dwóch elementów: oszacowanej wartości nieruchomości i współczynnika podatkowego (mill rate). Każdego roku rada miejska określa współczynnik podatkowy na podstawie:

- kalkulacji, jaki będzie koszt zapewnienia miastu wszystkich potrzebnych usług,
- odejmując sumy, jakie otrzyma od prowincji i uzyska z "opłat użytkowników", otrzyma sumę, jaka musi zostać zebrana w postaci podatków od nieruchomości,
- ustala współczynnik podatkowy, który pozwoli zebrać tę sumę.

3) Obliczanie Podatków

Współczynnik podatkowy jest cyfrą bazującą na każdym 1 000\$ wartości nieruchomości. Na przykład, współczynnik podatkowy 60 oznacza, że z każdego 1000\$ wartości nieruchomości trzeba zapłacić 60\$.

Tak więc, jeśli współczynnik podatkowy wynosi 60, a nieruchomość została oszacowana na 5 000\$ właściciel zapłaci 60 razy 5, co daje 300\$.

Płacenie Podatku od Nieruchomości

Każdy właściciel nieruchomości otrzymuje rachunek pokazujący sumę, jaką należy uiścić i datę, kiedy należy zapłacić.

"Tymczasowy" Rachunek

Zarząd miejski nie zawsze wie na początku roku ile musi zebrać, chociaż ciągle potrzebuje pieniędzy na pokrycie wydatków bieżących. Dlatego wysyła tymczasowe rachunki podatkowe (interim tax bills) kalkulowane na podatkach za rok ubiegły. Końcowy rachunek wystawiany jest na różnicę pomiędzy tym co zostało już zapłacone, a tym co miasto właściwie potrzebuje, aby zapewnić wszystkie usługi.

Raty

Miasta często zgadzają się na płacenie podatków w ratach, to znaczy w 6 lub 8 płatnościach rocznie. Daje to miastom regularny dopływ pieniędzy potrzebny na opłacenie ich własnych rachunków i

In most municipalities taxes can be paid at the municipal office or at any of the banks or trust companies listed on the tax bill. If you want to know more about your taxes, or need any help, call your municipal office.

What Happens if Taxes Are Not Paid?

You should pay your taxes on or before the due date shown on the tax bill. Municipalities charge interest on taxes that are not paid on time. If the taxes are still not paid at the end of the year, municipalities may charge a penalty in addition to the taxes and interest that are owing.

If the taxes aren't paid after 3 years, the municipality may sell the property and keep the amount that is owed for taxes. If the property has not been built on, the municipality can sell it after 2 years.

Tax Grants for Senior Citizens

Ontario residents who are 65 years of age or older can get a Property Tax Grant from the province. The grant of up to \$600 for each household helps with the municipal and school taxes that the home owners have to pay. Tenants may get \$600 or 20% of the rent they pay for their principal residence, whichever is lower.

Most people who receive Old Age Security (OAS) and seniors who have already received a Property Tax Grant will be sent application forms in August. If you do not receive a form or need more information, call the Ministry of Revenue's Multicultural Information Centre free of charge from anywhere in Ontario.

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|---------------------------------|----------------|
| • Metro Toronto | 965-8470 |
| • All other areas | 1-800-263-7965 |
| • French language calls | 1-800-668-5821 |
| • Telephone device for the deaf | 1-800-263-7776 |

równocześnie pozwala podatnikowi na rozłożenie płatności na mniejsze części zamiast jednej płatności za jednym razem.

W większości miast podatki mogą być płacone w biurze miejskim lub w jakimkolwiek banku czy towarzystwie kredytowym wymienionym na rachunku. Jeśli chcesz dowiedzieć się więcej o podatkach lub potrzebujesz pomocy to przedzwoń do biura miejskiego.

Co Stanie się w Wypadku Nie Zapłacenia Podatków?

Podatki powinny być płacone w dniu wskazanym na rachunku lub przed terminem. Miasta doliczają procent na podatkach nie zapłaconych w terminie. Jeśli podatki nie zostaną zapłacone do końca roku miasto może nałożyć karę, obok podatku i procentu.

Jeśli podatki nie zostaną zapłacone w okresie 3 lat, władze miejskie mogą sprzedać nieruchomość i zatrzymać sumę zaległą z tytułu nie zapłaconego podatku. Jeśli nieruchomość nie jest zabudowana mogą sprzedać ją po 2 latach.

Ulgi Podatkowe Dla Emerytów

Stali mieszkańcy prowincji Ontario, którzy osiągnęli 65 rok życia i starsi mogą otrzymać od prowincji ulgę od podatku od nieruchomości (Property Tax Grant). Przewiduje ona zwrot do 600\$ za płacone przez każde gospodarstwo domowe podatki od posiadanej nieruchomości na rzecz miasta i szkolnictwa. Lokatorzy mogą otrzymać zwrot 600\$ lub 20% czynszu, jaki zapłacili za główną rezydencję, cokolwiek jest niższe.

Większość emerytów, którzy otrzymują Old Age Security (OAS) i emeryci, którzy już otrzymali Property Tax Grant dostają formularze podaniowe w sierpniu. Jeśli nie otrzymasz formularza lub potrzebujesz więcej informacji to przedzwoń do Ministry of Revenue's Multicultural Information Centre. Połączenie jest bezpłatne dla całej prowincji Ontario.

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|---|----------------|
| • Metro Toronto | 965-8470 |
| • Z wszystkich innych miejsc | 1-800-263-7965 |
| • Połączenia w języku francuskim | 1-800-668-5821 |
| • Urządzenie telefoniczne dla głuchych. | 1-800-263-7776 |

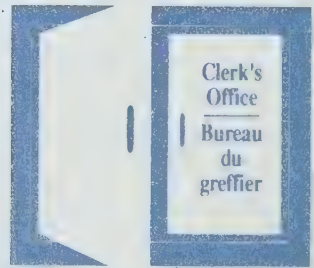
GUIDE TO LOCAL GOVERNMENT SERVICES

The rest of this handbook is a guide to the services that local government provides. Because of differences in type and size, not all municipalities can provide the same services. The guide describes the services given by large, urban municipalities, which usually offer more services than smaller ones can.

If you have any questions about the services that your municipality provides, call your municipal office. The number is in the Municipal Government section of the blue pages at the back of your telephone book.

THE MUNICIPAL CLERK'S OFFICE

There is a municipal clerk in every municipality. It is the clerk's job to know which municipal departments or employees do what and where they can be reached. So if you need assistance or information about municipal services but don't know where to go, call the clerk's office.



The clerk has many other duties, including:

- preparing the agendas and keeping notes of council meetings and decisions
- notifying the residents of public meetings
- running local government elections
- issuing marriage licences

The clerk is also in charge of keeping all municipal documents and records. Call the clerk's office to get a copy of a report, a by-law, or other document.

PRZEWODNIK PO USŁUGACH OFEROWANYCH PRZEZ WŁADZE LOKALNE

Pozostała część tego przewodnika poświęcona jest usługą oferowanym przez miejscowe władze. Z powodu różnic w rodzaju i wielkości nie wszystkie jednostki miejskie mogą oferować te same usługi. Przewodnik opisuje usługi dostępne w dużych ośrodkach miejskich, które zazwyczaj oferują więcej usług niż małe miasta.

Jeśli masz jakiegokolwiek pytania dotyczące usług oferowanych w miejscu Twojego zamieszkania to przedzwoń do biura miejskiego. Numer telefonu znajduje się na końcu książki telefonicznej, na niebieskich stronach, pod hasłem Municipal Government.

BIURO SEKRETARZA MIEJSKIEGO

Każde miasto i okręg samorządowy ma swojego sekretarza. Obowiązkiem sekretarza jest wiedzieć czym zajmują się poszczególne wydziały miasta i ich pracownicy i gdzie można ich osiągnąć. Tak więc, jeśli potrzebujesz pomocy lub informacji na temat oferowanych przez miasto usług ale nie wiesz dokąd się udać to przedzwoń do biura sekretarza.



Sekretarz ma szereg innych obowiązków, między innymi:

- przygotowywanie porządku dziennego i przechowywanie notatek z zebrań rady i o ich decyzjach
- zawiadamianie mieszkańców o otwartych zebraniach
- organizowanie wyborów do lokalnych władz
- wydawanie zezwoleń na śluby.

Sekretarz jest także odpowiedzialny za przechowywanie wszystkich miejskich dokumentów i rejestrów. W biurze sekretarza można otrzymać kopię sprawozdania, zarządzenia lub innego dokumentu.

Business Licences

You need a special licence to carry on many kinds of business or trade in a municipality. If you want to open a restaurant, start a taxicab company, or run a private parking lot you will probably need a municipal licence. If you are thinking of starting a business, call the municipal clerk to ask if you need a licence.

If you do, the clerk will tell you how to apply. Your application will have to describe the kind of business and where it will be. Staff of the fire and building departments will look at the application before it goes to council for approval or rejection.

In some municipalities there may be a committee or commission that gives licences. The clerk will be able to tell you how to apply.

A licence can be taken away if there are a lot of complaints about the business.

POLICE PROTECTION

The job of protecting people and their property is shared by the federal, provincial, and local governments.

The federal police force is the Royal Canadian Mounted Police (RCMP). It enforces certain federal laws in Ontario.



The Ontario Provincial Police (OPP) carries out some criminal investigations and patrols provincial highways and waterways. The OPP also provides police services for municipalities which do not have a local police force.

Most large municipalities do have their own police force. Most regional municipalities and Metro Toronto have a police force which provides services in all of the municipalities in the region.

Zezwolenie Na Prowadzenie Interesu

Potrzebne jest specjalne zezwolenie na prowadzenie niektórych rodzajów interesów i handlu na terenie miasta. Zezwolenie miasta będzie prawdopodobnie potrzebne na prowadzenie restauracji, założenie przedsiębiorstwa taksówkowego lub otwarcie parkingu samochodowego. Jeśli myślisz o założeniu przedsiębiorstwa to przedzwoń wcześniej do sekretarza miejskiego i sprawdź czy potrzebujesz zezwolenie.

Jeśli potrzebujesz zezwolenie, sekretarz powie ci w jaki sposób o nie wystąpić. Na podaniu należy zamieścić informację o rodzaju interesu i gdzie będzie on prowadzony. Podanie zostanie najpierw przejrane w wydziałach przeciwpożarowym i budynków, a następnie przedstawione radzie, która zatwierdzi lub odrzuci.

Niektóre miasta i okręgi samorządowe mają komitety lub komisje, które wydają zezwolenia. W każdym wypadku sekretarz udzieli pomocy w złożeniu podania.

Zezwolenie może zostać odebrane jeżeli jest dużo skarg w związku z prowadzonym interesem.

OCHRONA POLICYJNA

Odpowiedzialność za bezpieczeństwo obywateli i ochronę ich majątku jest dzielona między władzami federalnymi, prowincjonalnymi i lokalnymi.

Royal Canadian Mounted Police (RCMP) podlega rządowi federalnemu. RCMP strzeże pewnych praw szczebla federalnego w prowincji Ontario.

Ontario Provincial Police (OPP - Policja Prowincji Ontario) prowadzi dochodzenia w niektórych sprawach kryminalnych oraz patroluje autostrady i drogi wodne w prowincji. OPP wykonuje również swoje funkcje w miastach i okręgach miejskich, które nie posiadają lokalnej policji.

Większość dużych miast ma własne siły policyjne. Większość regionalnych miast i okręgów samorządowych oraz Metro Toronto posiadają policję, która wykonuje swoje zadania we wszystkich skupiskach miejskich w regionie.



The main duties of municipal police forces are to protect people and their property, to catch those who commit crimes, and to keep order in the community. In many larger municipalities the police may also offer services that help young people and help people to prevent crime in their neighbourhoods.

If You Need Help

The telephone number for the police is in the front of your telephone book. You should keep the number close to the phone. If you need help, call and give your name, where you are, and why you have called.

FIRE PROTECTION

Each municipality decides how it will provide fire protection. Most large municipalities have their own full-time fire departments. Some share departments with other municipalities. Many smaller municipalities have volunteer firefighters.



If a fire starts in your home and you cannot put it out quickly, leave the building right away. Call the fire department from the closest phone and tell them where the fire is. The nearest fire station will send firefighters and equipment to put the fire out.

Fire departments may also provide other services such as inspections, teaching people how to prevent fires, and helping people who have had an accident.

Głównym obowiązkiem policji miejskiej jest ochrona obywateli i ich majątku, ściganie tych, którzy popełnili przestępstwa kryminalne i utrzymanie porządku wśród okolicznej ludności. W wielu dużych miastach policja prowadzi specjalne programy, których celem jest zapobieganie przestępstwom w sąsiedztwie.

Jeśli Potrzebujesz Pomocy

Numer telefonu na policję znajduje się na początku książki telefonicznej. Numer ten należy trzymać blisko telefonu. Jeśli potrzebujesz pomocy, przedzwoń podaj swoje nazwisko, gdzie jesteś i dlaczego dzwonisz.

OCHRONA PRZECIWPOŻAROWA

Każde miasto i okręg samorządowy ma własną politykę przeciwpożarową. Większość dużych miast ma własne wydziały przeciwpożarowe pracujące w pełnym wymiarze godzin. Niektóre okręgi mają wspólne wydziały przeciwpożarowe. Wiele małych okręgów ma tylko ochotniczą straż pożarną.



Jeśli zacznie się palić w Twoim domu i nie możesz ugasić ognia szybko, opuść natychmiast budynek. Z najbliższego telefonu przedzwoń do wydziału przeciwpożarowego i powiedz im gdzie się pali. Najbliżej stacjonująca straż pożarna przyjedzie z pomocą.

Wydział przeciwpożarowy prowadzi także inne usługi, takie jak inspekcje, organizowanie spotkań na temat jak zapobiegać pożarom i pomaganie ludziom, którzy ulegli wypadkowi.

AMBULANCE SERVICES

Many larger municipalities have their own ambulance service. The cost may be partly covered under Ontario Health Insurance.

Check the front of your telephone book to see what services are available in your municipality. If someone needs emergency help and you cannot get to a hospital, call the ambulance service.



DIAL 911

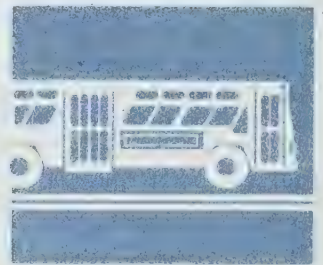
In some parts of the province you can call the police, the fire department, or an ambulance just by dialling 911 on your phone. Look in the front of your telephone book to see if you can do this in your area.



TRANSPORTATION SERVICES

Public Transportation

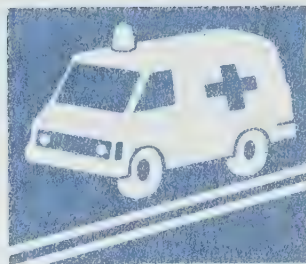
Public transportation in Ontario includes service by train, subway, streetcar, bus, and, in some areas, air. Bus service, which is the most common form of public transportation, is provided in most urban areas.



POGOTOWIE RATUNKOWE

Wiele dużych miast ma własne pogotowie ratunkowe. OHIP pokrywa część kosztów za ambulans.

Lista usług oferowanych przez miasto znajduje się na początku książki telefonicznej. Jeśli potrzebujesz natychmiastowej pomocy lekarskiej, a nie możesz dostać się do szpitala o własnych siłach, przedzwoń po ambulans.



WYKRĘĆ 911

W niektórych częściach prowincji wystarczy wykręcić numer 911 aby uzyskać połączenie z policją, wydziałem straży pożarnej lub pogotowiem ratunkowym. Sprawdź na początku książki telefonicznej czy numer ten działa w Twojej okolicy.



USŁUGI KOMUNIKACYJNE

Komunikacja Publiczna

Komunikacja publiczna w prowincji Ontario obejmuje kolej, kolej podziemną, tramwaje, autobusy, i w niektórych okolicach, połączenia lotnicze. Większość ośrodków miejskich posiada linie autobusowe, które są najpopularniejszym środkiem komunikacyjnym.



To travel within a municipality you must have a ticket, a pass, or cash. Some municipalities sell tickets on the bus. In others, you can buy tickets only at stations and at some stores. Without a ticket or a pass, you must give the driver the exact fare in cash; the driver will not give you change. In many municipalities senior citizens, children, and students who have a special pass can travel for a lower fare.

There is normally a set fare for each trip, no matter how far you go. If you have to change from one vehicle to another, ask for a transfer when you first pay your fare. You can use it to change without paying again.

Many public transit offices provide maps that show all of their bus and other routes. You can also phone the public transit office for information about bus routes and times.

If you are travelling on inter-city public transit, from one city to another, the fare will be higher as you go further.

Metro Toronto

In Metro Toronto you will find streetcars and a subway system as well as buses. You can buy tokens as well as tickets or a monthly pass, but only at a station or some stores.

Services for the Disabled

Many municipalities provide a special transportation service for people who have physical disabilities. You can call the local transit for more information.

GO Transit

GO (Government of Ontario) Transit is a bus and train service operated by the Ontario Government. It carries passengers between many of the municipalities in and around Metro Toronto. In many municipalities there are special fares for people who are using both GO Transit and the local transit system. Call your municipal transit office or the nearest GO Transit office for more information.

Chcąc korzystać z komunikacji miejskiej należy kupić bilet, bilet miesięczny lub płacić gotówką. W niektórych okręgach można kupić bilet w autobusie. W innych należy kupić bilet na stacji lub w sklepie. Płacąc gotówką należy odliczyć kierowcy dokładną sumę pieniędzy za przejazd, ponieważ kierowcy nie wydają reszty. W wielu miejscowościach emeryci, dzieci i uczniowie posiadający uczniowskie karty przejazdu mogą podróżować po zniżkowych opłatach.

Opłata za przejazd jest zazwyczaj stała, bez względu na odległość. Jeśli musisz przesiąść się z jednego pojazdu na drugi, poproś o bilet przesiadkowy (transfer) przy płaceniu za przejazd. Mając ten bilet możesz zmienić pojazd bez ponownego płacenia.

W wielu urządach komunikacji publicznej można otrzymać mapy tras autobusowych i innych połączeń komunikacyjnych. Informacje o połączeniach autobusowych i ich rozkładzie można uzyskać telefonicznie w urzędzie komunikacji publicznej.

Jeśli korzystasz z komunikacji międzymiastowej, jadąc z jednego miasta do drugiego, opłata za przejazd uzależniona jest od odległości.

Metro Toronto

Metro Toronto ma system komunikacji tramwajowej, autobusowej i kolejki podziemnej. Żetony, bilety, jak również bilety miesięczne są do nabycia jedynie na stacjach i w niektórych sklepach.

Pomoc dla Inwalidów

Wiele miast i okręgów samorządowych dostarcza specjalny transport dla ludzi fizycznie okaleczonych. Więcej informacji udzieli miejscowy urząd do spraw komunikacji.

Komunikacja GO

Rząd prowincji Ontario operuje tzw. systemem GO (Government of Ontario) w skład którego wchodzi autobusy i kolej. System ten utrzymuje połączenia z miastami i ośrodkami miejskimi położonymi wokół miasta Toronto. Niektóre ośrodki sprzedają specjalne bilety dla pasażerów korzystających z systemu GO i komunikacji miejscowej łącznie. Więcej informacji można uzyskać dzwoniąc do miejscowego biura komunikacji lub najbliższego biura komunikacji GO.

PARKING



Many municipalities restrict parking on some streets. If you park your car where there is a "no parking" sign you may receive a fine or have your car towed away.

Many municipalities also have by-laws which say that vehicles may not be parked on residential streets over night. But where there is a shortage of parking you can sometimes apply for a permit that will let you park over night. Call your municipal office to find out about permit parking.

In commercial areas and on main streets you may find parking meters. When you park at a meter you will have to put in enough money to cover the time that you will be parked. The meter will show how long you can park and how much you will have to pay. You usually will not have to pay in the evenings or on Sundays.

If you get a parking ticket you will have to pay a fine. You can pay the fine at the address shown on the back of the ticket or sometimes at a bank, or you can ask for a trial if you feel that the ticket is unfair. You will not be able to renew the licence for your vehicle if you have fines that you have not paid.

Parking Permits for the Disabled

Ontario provides free permits that allow disabled drivers or passengers to park in special parking spaces. These spaces are marked with a picture of a wheelchair. The permits are portable and can be carried with you no matter what vehicle you use.

To ask for an application, call the nearest Driver and Vehicle Licence Office or Driver Examination Centre. Both are listed in the blue pages of your phone book under Government of Ontario - Transportation. Your application will have to be certified by a doctor.

PARKOWANIE

Wiele miast i ośrodków miejskich ogranicza prawo parkowania na niektórych ulicach. Za zostawienie samochodu w miejscu gdzie jest znak "no parking" ("zakaz parkowania") można otrzymać mandat lub samochód może zostać ściągnięty z ulicy.



W wielu miastach obowiązują zarządzenia zabraniające zostawiania samochodów na noc na ulicach w dzielnicach mieszkaniowych. W sytuacji, gdy jest brak parkingów, można wystąpić o zezwolenie na parkowanie na ulicy nocą. Więcej informacji na temat zezwoleń na parkowanie udzieli urząd miejski.

W dzielnicach handlowych i na głównych ulicach ustawione są liczniki. Parkując przy liczniku należy włożyć do niego ilość pieniędzy odpowiednią do czasu parkowania. Licznik pokazuje na jaki czas można zostawić samochód i ile to kosztuje. Zazwyczaj nie płaci się za parkowanie wieczorem i w niedziele.

W wypadku otrzymania mandatu należy zapłacić wyznaczoną karę. Karę można uiścić w miejscu, którego adres podany jest na odwrocie mandatu lub w banku. Jeśli sądzisz, że otrzymałeś mandat nieśłusznie, przysługuje ci prawo odwołania się do sądu. Nie można odnowić zezwolenia na prowadzenie samochodu mając nie zapłacone mandaty.

Zezwolenia na Parkowanie dla Inwalidów

W prowincji Ontario można otrzymać bezpłatnie zezwolenie, które pozwala kierowcom lub pasażerom inwalidom na parkowanie w specjalnie zaznaczonych miejscach na parkingach. Miejsce takie oznaczone jest znakiem przedstawiającym krzesło inwalidzkie. Zezwolenia są przenośne i mogą być używane bez względu na rozmiar samochodu.

Informacji w sprawie podania udzieli najbliższe Driver and Vehicle Licence Office (biuro wydawania zezwoleń na prowadzenie pojazdu samochodowego) lub Driver Examination Centre (ośrodek egzaminacyjny na prawo jazdy). Numery telefonów obu tych miejsc znajdują się w książce telefonicznej, w części niebieskiej pod hasłem Government of Ontario - Transportation. Podanie musi być poświadczone przez lekarza.

ROAD AND SIDEWALK MAINTENANCE

The municipality is responsible for maintaining its roads and sidewalks. Maintenance includes cleaning, filling cracks and potholes, and repairing. If you notice an area of road or sidewalk that needs to be fixed, call the municipal office.



SNOW REMOVAL

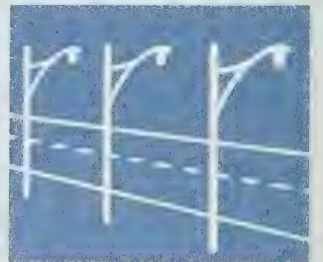
The municipality is also responsible for removing snow from public streets. Some municipalities will also clear snow from sidewalks, but most require owners or tenants to clear snow from sidewalks in front of their property.



Some municipalities will clear snow from sidewalks for senior citizens and people who are disabled. Call your municipal office to find out if it has this service.

STREET LIGHTING

The local municipality or public utilities commission installs and maintains street lights. They should automatically turn on at dusk and turn off at dawn. Call your municipal office if you think that your neighbourhood needs more lighting or if you want to report a broken light.



UTRZYMYWANIE DRÓG I CHODNIKÓW

Miasta i okręgi miejskie odpowiedzialne są za utrzymanie dróg i chodników. Utrzymanie obejmuje czyszczenie, łatanie pęknięć i wybojów oraz reperacje. Jeśli zauważysz, że jakiś odcinek drogi lub chodnika wymaga naprawy, przedzwoń do urzędu miejskiego.



USUWANIE ŚNIEGU

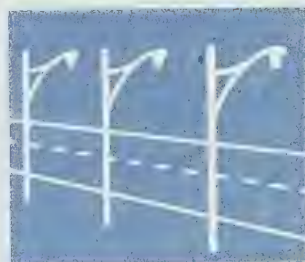
Miasta i okręgi miejskie odpowiedzialne są również za usuwanie śniegu z publicznych ulic. Niektóre miasta usuwają śnieg także z chodników, jednak większość wymaga od właścicieli domów i ich lokatorów usuwania śniegu z chodników przylegających do ich posiadłości.



Niektóre miasta czyszczą ze śniegu chodniki przed domami emerytów i inwalidów. Aby dowiedzieć się czy miasto oferuje takie usługi, należy przedzwonić do urzędu miasta.

OŚWIETLENIE ULIC

Zakładanie oświetleń i odpowiedzialność za ich właściwe funkcjonowanie należy do lokalnych władz miejskich lub komisji usług użyteczności publicznej. Światła automatycznie zapalają się o zmierzchu i wyłączają się o świcie. Jeśli sądzisz, że okolica Twoja potrzebuje więcej światła lub chcesz zgłosić o zepsutych światłach, przedzwoń do urzędu miejskiego.



GARBAGE COLLECTION AND DISPOSAL

Garbage Collection

Garbage collection is also a municipal responsibility. In most municipalities garbage is collected once or twice each week. Call your municipality to find out when garbage in your area is picked up.



On garbage day you should follow simple rules:

- put garbage in cans or plastic bags
- put the garbage as close to the street as possible without blocking the street or the sidewalk
- don't put the garbage out before 6:00 in the morning and remove the cans as soon as possible
- don't put paint and chemicals in the garbage; call your municipality for information on what to do with these items.

You should also call your municipality for information on collection of special items like leaves, furniture, or appliances.

Recycling

To reduce the garbage that must be collected and stored, many municipalities have a "blue box" program for recycling glass bottles and jars, cans, newspapers, and cardboard. A blue box filled with these materials can be left out once a week.

Burning Garbage

Burning garbage is not usually permitted. Call your fire department for information.

ZBIERANIE I SKŁADOWANIE ŚMIECI

Zbieranie Śmieci



Zbieranie śmieci należy do miasta. W większości miast śmiecie zbierane są raz lub dwa razy w tygodniu. Informacji, kiedy śmiecie wywożone są w danej okolicy udziela urząd miasta.

Śmieci do zabrania należy przygotować według następujących prostych zasad:

- śmiecie należy umieścić w pojemniku na śmiecie lub plastikowej torbie
- śmiecie należy wystawić możliwie jak najbliżej ulicy unikając blokowania ulicy czy chodnika
- nie należy wystawiać śmieci przed 6:00 rano; pojemnik na śmiecie należy zabrać z powrotem możliwie najszybciej
- nie należy wkładać do śmieci farb i chemikaliów; informacji co zrobić z tego rodzaju śmieciami udziela telefonicznie urząd miasta.

Urząd miasta udziela również telefonicznej informacji, kiedy zbierane są takie śmiecie, jak liście, meble i urządzenia domowe.

Śmiecie do Przerobu

Aby zredukować ilość zbieranych i składowanych śmieci wiele miast ma tzw. "blue box" ("niebieskie pudełko") program. Śmiecie, które nadają się do ponownego przetworzenia, jak butelki, słoiki, puszki, gazety i tektury, zbierane są do niebieskiego pudełka i wystawiane do wywiezienia raz na tydzień.

Palenie Śmieci

Zazwyczaj nie zezwala się na palenie śmieci. Szczegółowych informacji na ten temat udzieli telefonicznie wydział straży pożarnej.

RECREATION AND CULTURE

Residents in most municipalities can enjoy a lot of programs and special events like sports, games, dances, and other social activities. They are usually offered in parks, schools, and community centres. Many are free, but some may charge a small fee.



Most municipalities provide parks; most are small with a grass playing area and playgrounds for children, but many are larger with picnic areas, nature trails, and large open spaces.

Community groups often need volunteers to help with these activities. If you would like to get involved, or want some more information about recreation programs or parks, call your municipal office.

Libraries

Most municipalities also have libraries where you can borrow books for 2 or 3 weeks. Many also lend records, films, and magazines and often have materials in other languages.

To become a member, visit your local library and ask for a card. There is no charge to join, but you may be asked for some identification.

For more information call your public library. The number will be listed in the white pages of the telephone book under "Public Library" or under the name of your municipality.

REKREACJA I KULTURA

Mieszkańcy większości miast i ośrodków miejskich mogą brać udział w wielu organizowanych programach i specjalnych wydarzeniach, takich jak zajęcia sportowe, gry, tańce i innego rodzaju działalności społeczne. Odbývają się one najczęściej w parkach, szkołach i domach dzielnicowych. Część tych programów jest bezpłatna, za inne pobierane są niewielkie opłaty.



Większość miast ma miejskie parki; na ogół są one małe z trawnikami przeznaczonymi do zabawy i terenami do gier dla dzieci. Większe parki mają dodatkowo miejsca na pikniki, naturalne szlaki i dużą otwartą przestrzeń.

Grupy dzielnicowe często potrzebują wolontariuszy do pomocy przy tych programach. Osoby zainteresowane działalnością w takich grupach i osoby szukające szerszej informacji na temat programów rekreacyjnych i parków powinny przedzwonić do urzędu miasta.

Biblioteki

Większość miast i okręgów miejskich posiada biblioteki skąd można pożyczać książki na 2 lub 3 tygodnie. Wiele z nich wypożycza także płyty, filmy i magazyny oraz materiały w obcych językach.

Aby zostać członkiem należy udać się do miejscowej biblioteki i poprosić o kartę. Nie ma opłaty za kartę biblioteczną, ale może być potrzebny dokument tożsamości.

Więcej informacji udzielają telefonicznie biblioteki publiczne. Numer telefonu znajduje się w książce telefonicznej, białej sekcji pod hasłem "Public Library" (biblioteka publiczna) lub pod nazwą miasta.

SOCIAL SERVICES

Local government provides many services for those who need help.



General Welfare Assistance

A person may be able to get temporary financial help if he or she:

- is unemployed and looking for work,
- can't work because of illness or disability,
- is a single parent,
- is elderly,
- is a foster child,
- is going to school, or is taking a training program, and has no other means of support.

The amount of assistance given will depend on the person's income and expenses, the size of the family, and the ages of any children.

General Welfare Assistance (GWA) is for basic living costs like food, clothes, shelter, or for other needs like special food for a diet.

Everyone who gets GWA also receives a drug benefit plan and full medical coverage under Ontario Health Insurance.

A person can be getting other types of assistance or income and still be able to get General Welfare Assistance.

Special Assistance and Supplementary Aid

Special Assistance provides certain items, services, and payments to people who have low or fixed incomes and require extra help. People who need this help may already be getting other kinds of assistance, like workers' compensation or unemployment insurance, or may even be working.

To cover special needs, Supplementary Aid is provided to people getting other help like Family Benefits, Old Age Security, Vocational Rehabilitation Service Allowances, Guaranteed Annual Income Supplement (GAINS) Allowances, or Canada Pension. This help is usually given only once for some special need whose cost is higher than the person's income.

OPIEKA SPOŁECZNA

Władze lokalne prowadzą wiele usług dla osób potrzebujących.



Powszechna Pomoc Społeczna

Osoba może być uprawniona do czasowej pomocy finansowej, jeśli:

- nie pracuje i szuka pracy
- nie może pracować z powodu choroby lub inwalidztwa
- jest pojedynczym rodzicem
- ze względu na podeszły wiek
- jest sierotą
- chodzi do szkoły lub na kurs zawodowy i nie ma innych środków utrzymania.

Wysokość zasiłku zależy od dochodu i wydatków, wielkości rodziny i wieku dzieci osoby się ubiegającej. Powszechna Pomoc Społeczna (General Welfare Assistance - GWA) przeznaczona jest na pokrycie podstawowych kosztów utrzymania, jak żywność, ubranie, mieszkanie lub innych potrzeb, jak specjalna dieta. Każdy kto pobiera zasiłek z GWA otrzymuje także Ontaryjskie Ubezpieczenie Zdrowotne (Ontario Health Insurance), które pokrywa całkowicie koszt lekarstw i opieki medycznej.

Osoba może otrzymywać innego rodzaju pomoc lub mieć dochód, a wciąż być uprawnioną do zasiłku z GWA.

Pomoc Specjalna i Dodatek Uzupełniający

Pomoc Specjalna (Special Assistance) oferuje pewne przedmioty, usługi i płatności osobom mającym niski dochód, i które wymagają dodatkowej pomocy. Osoby potrzebujące tej pomocy mogą już otrzymywać innego rodzaju pomoc, jak odszkodowanie dla robotników, ubezpieczenie na wypadek utraty pracy, a nawet mogą pracować.

Dla pokrycia specjalnych potrzeb przeznaczony jest Dodatek Uzupełniający (Supplementary Aid). Z zasiłku tego mogą korzystać osoby otrzymujące już innego rodzaju pomoc, jak Family Benefits (Zapomogę Rodzinną), Old Age Security (Rentę Starczą), Vocational Rehabilitation Service Allowances, Guaranteed Annual Income Supplement Allowances (GAINS - Dodatek Do Gwarantowanego Najniższego Dochodu Roczego) lub Canada Pension (emeryturę). Dodatek ten zazwyczaj daje się tylko raz dla pokrycia specjalnej potrzeby, której koszt jest wyższy niż dochód petenta.

Municipalities may give special assistance or supplementary aid for such things as:

- moving or transportation costs,
- personal needs, like newspapers or candy, for those in nursing homes,
- surgical supplies and prosthetic devices,
- dental or optical services, including eyeglasses,
- vocational training.

Other Financial and Employment Assistance

Many municipalities offer other services like:

- counselling in family matters or child support,
- assisting with home management, including child care, shopping, planning and preparing meals, and budgeting,
- helping to find jobs by counselling, training in how to find a job, giving information on job opportunities, and giving child care support,
- special counselling for unemployed young people,
- providing nursing services at home,
- paying for or helping to pay for “visiting homemakers” to assist people who are elderly, disabled, ill, or recovering from illness.

Call your municipal office to find out if any of these services are available.

Child Care

If you leave your children at home you must provide a babysitter. If you can't find one, leave your children with a friend or neighbour. In an emergency your local private home child care agency may be able to help you.

If you are a single parent, or both parents work, you may need a child care centre or private home child care for your children.

If you can't pay the full child care fee, your municipality may be able to help. Subsidized child care spaces are limited, so there may be a waiting list, and not all municipalities provide subsidies. No help is given for the cost of a babysitter.

Urząd municypalny może przyznać specjalną pomoc lub dodatek uzupełniający na pokrycie kosztów związanych z:

- przeprowadzką lub transportem
- osobistymi potrzebami, jak gazety lub słodycze w domach opieki
- zakupem środków chirurgicznych i protez
- usługami dentystycznymi i okulistycznymi, włączając w to okulary optyczne
- szkoleniem zawodowym.

Inne Rodzaje Pomocy Finansowej i w Poszukiwaniu Pracy

Wiele miast i okręgów samorządowych oferuje również inne usługi takie jak:

- porady rodzinne i utrzymanie dziecka
- pomoc w prowadzeniu domu, jak opieka nad dzieckiem, robienie zakupów, planowanie i przygotowywanie posiłków oraz zarządzanie budżetem rodzinnym
- pomoc w znalezieniu pracy poprzez udzielanie porad, szkolenie w szukaniu pracy, udzielanie informacji o możliwościach znalezienia pracy w danym zawodzie oraz udzielanie pomocy w zakresie opieki nad dzieckiem
- specjalne konsultacje dla młodych ludzi bez pracy
- wizyty pielęgniarek w domach prywatnych
- płacenie w całości lub częściowo za odwiedziny "gospodyń domowych" w domach ludzi starszych, inwalidów, chorych lub rekonwalescentów.

Informacji na temat dostępności powyższych usług udziela telefonicznie urząd miasta.

Opieka Nad Dzieckiem

Jeśli pozostawiasz dzieci w domu, musisz zapewnić im opiekę. Jeśli nie możesz kogoś wynająć, zostaw dzieci u przyjaciół lub sąsiadów. W nagłym wypadku spróbuj pomocy miejscowej agencji opieki nad dzieckiem w prywatnym domu (private home child care agency).

Jeśli jesteś pojedynczym rodzicem, albo oboje rodzice pracują, możesz potrzebować pomocy ośrodka opieki nad dzieckiem lub opieki nad dzieckiem w prywatnym domu dla Twojego dziecka.

Osoby, które nie mogą uiścić pełnej opłaty za opiekę nad dzieckiem mogą ubiegać się o pomoc z miasta. Ilość subsydiowanych miejsc jest ograniczona, tak więc może być lista oczekujących. Nie wszystkie miasta oferują taką pomoc. Nie ma żadnej pomocy na opłacanie nianiek.

For information about child care centres or for help with child care fees, call your municipality or your local community information centre.

Children's Aid Societies

A children's aid society (CAS) has two main functions. It looks after children who need protection and it helps families who need help to raise their children. The services of a CAS include:

- counselling and education to help prevent the break-up of a family,
- protecting children from abuse or distress,
- helping mothers-to-be who are on their own,
- providing foster homes for children who need temporary or long-term placement,
- helping families with adoptions.

Your local children's aid society is listed in the white pages of your phone book.

Services for the Elderly

Many municipalities also provide services for the elderly, including:

- people who will come to provide meals or nursing or house keeping help to elderly people who live at home,
- centres that offer social, recreational, and other activities for seniors, giving them the chance to mix with others and to feel like part of their community,
- homes for the aged.

Different kinds of homes for the aged may be available. Some are residential only, while others offer extended health care for seniors who can't remain at home.

The homes for the aged charge a fee for accommodation, meals, and services, but medical care is provided under Ontario Health Insurance. Financial help is given to those who need it. People are admitted to a home for the aged on a "first come, first served" basis, and there may be a waiting list.

Call your municipality or your local community information centre for more information.

Informacji na temat ośrodków opieki nad dzieckiem i dostępnej pomocy finansowej na taką opiekę udzielają lokalne dzielnicowe ośrodki informacyjne (community information centre).

Stowarzyszenie Pomocy Dzieciom

Stowarzyszenie Pomocy Dzieciom (Children's Aid Society - CAS) spełnia dwie główne funkcje. Opiekuje się dziećmi, które potrzebują ochrony i pomaga rodzinom, które potrzebują pomocy w wychowaniu swoich dzieci. Usługi oferowane przez CAS obejmują:

- porady i szkolenia, jak zapobiec rozbiciu rodziny
- ochrona dzieci przed obelgami i cierpieniem
- pomoc samotnym kobietom ciężarnym
- zapewnianie domów zastępczych (foster homes) dzieciom na stałe lub czasowo
- pomaganie rodzinom w adopcjach.

Numer telefonu miejscowego Stowarzyszenia Pomocy Dzieciom znajduje się w książce telefonicznej, w białej sekcji.

Usługi Dla Starszych

Wiele miast i okręgów miejskich prowadzi usługi dla starszych, m.in.:

- posyłanie do prywatnych domów ludzi, którzy przygotowują posiłki, sprzątają i opiekują się osobami starszymi
- ośrodki, które oferują towarzyskie, rekreacyjne i inne zajęcia stwarzając w ten sposób starszym możliwości przebywania z innymi ludźmi i bycia częścią miejscowej społeczności
- domy dla starszych.

Dostępne są różnego rodzaju domy dla starszych wiekiem. Niektóre z nich są tylko mieszkalne, podczas gdy inne oferują rozszerzoną opiekę zdrowotną dla starszych, którzy nie mogą pozostać w domu.

Domy te pobierają opłaty za mieszkanie, posiłki i usługi. Opieka medyczna opłacana jest przez Ontario Health Insurance. Pomoc finansowa jest dostępna dla potrzebujących. Przyjęcia do domów dla osób starszych odbywają się na zasadzie "kto pierwszy"; może być lista oczekujących.

Więcej informacji udzieli urząd miasta i dzielnicowy ośrodek informacji.

PUBLIC HEALTH SERVICES

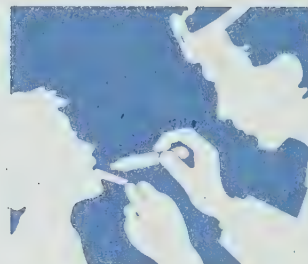
Every family should have a family doctor to look after personal medical needs.

Public health units provide general health care in communities all over Ontario. The Ontario Ministry of Health sets the type and nature of health care services that must be provided, and municipalities and public health boards provide them.

One of the things that public health units do is teach people about good health. For example, they offer programs on preventing tobacco and drug use, as well as programs about good nutrition habits and the benefits of staying active.

Public health units are also responsible for public health inspections. This means that health inspectors do everything from checking places where food is handled, such as restaurants, to making sure that septic tanks are installed correctly.

Preventing and controlling communicable diseases is something else that the public health unit does. This means public health professionals immunize children against a variety of diseases and also run education campaigns for children and adults on sexually transmitted diseases and AIDS.



ANIMAL CONTROL

Municipalities are responsible for controlling animals and do so in many ways.

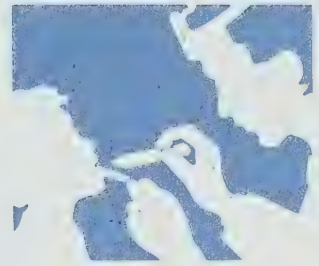
In most municipalities you must have a licence for your dog. When you buy the licence you will receive a tag that must be attached to the dog's collar.



USŁUGI SŁUŻBY ZDROWIA

Każda rodzina powinna mieć lekarza rodzinnego.

Jednostki służby zdrowia (public health units) prowadzą powszechną opiekę zdrowotną w całej prowincji Ontario. Ontaryjskie Ministerstwo Zdrowia ustala typ i naturę usług służby zdrowia, które muszą być dostępne, natomiast miasta i wydziały zdrowia publicznego są odpowiedzialne za ich prowadzenie.



Jedną z rzeczy, jaką jednostki zdrowia publicznego robią jest uczenie ludzi, jak zachować dobry stan zdrowia. Na przykład, prowadzą programy, jak powstrzymać się przed paleniem i używaniem leków, jak również programy dotyczące właściwego wyżywienia i korzyści płynących z aktywnego trybu życia.

Wydziały służby zdrowia są również odpowiedzialne za przeprowadzanie inspekcji. Oznacza to, że inspektor zdrowia robi wszystko od sprawdzania miejsc gdzie żywność jest przechowywana, jak restauracje do kontrolowania czy zbiorniki septyczne są zainstalowane właściwie.

Zapobieganie i kontrolowanie chorób zakaźnych także należy do zadań publicznej służby zdrowia. W tym celu zawodowi pracownicy służby zdrowia szczepią dzieci przeciwko różnorodnym chorobom, organizują kampanie informacyjne dla dzieci i dorosłych na temat płciowo przenoszonych chorób i AIDS.

KONTROLA ZWIERZĄT

Władze miejskie odpowiedzialne są za kontrolowanie zwierząt i robią to w różnoraki sposób.

Większość miast wymaga posiadania pozwolenia na trzymanie psa. Przy kupnie pozwolenia otrzymuje się markę, którą należy przypiąć do obroży psa.



Duże ośrodki miejskie na ogół nie zezwalają na trzymanie zwierząt hodowlanych w granicach miasta.

Many urban municipalities do not allow farm animals to be kept within the municipality. Most municipalities also will not allow "exotic" pets to be kept. Animals other than dogs, cats, birds, and rodents are called exotic.

Many municipalities will look after lost pets. They do this themselves or through the local Humane Society. If you need information about licences, have lost your pet, or see an animal which is being treated cruelly, call your municipality or the Humane Society.

If you are bitten by a dog, cat, or wild animal, get medical help right away.

LAND USE PLANNING



Municipalities in Ontario are growing and changing. They must plan for this growth. If we build new homes, do we have water and electricity? Where will children go to school? Where will people shop? Is there a noisy factory nearby that would disturb people? Would the buildings destroy a beautiful park or the best land for farming?

To deal with questions like these municipalities should have an official plan that describes how different areas of the municipality will be allowed to develop.

The Zoning By-law

To make sure that the official plan is followed, municipalities pass zoning by-laws. A zoning by-law divides the municipality into smaller areas called zones. The by-law says how the land in each zone can be used (for example, whether the land is industrial, commercial, or residential). It also says things like how high a building can be, how large it can be, and how far it must be from other buildings and the edge of the property.

Większość miast nie zezwala także na trzymanie "egzotycznych" zwierząt. Zwierzęta inne niż psy, koty, ptaki i gryzonie określane są jako egzotyczne.

Większość miast opiekuje się zwierzętami bezdomnymi. Robią to we własnym zakresie lub poprzez Humane Society. Udzielaniem informacji o pozwoleniach i zagubionych zwierzętach oraz przyjmowaniem skarg na okrutne traktowanie zwierząt zajmuje się urząd miasta i Humane Society.

W razie pogryzienia przez psa, kota lub dzikie zwierzę należy zgłosić się natychmiast do lekarza.

PLANOWANIE ZAGOSPODAROWANIA TERENU



Miasta i okręgi miejskie w prowincji Ontario rozrastają się i zmieniają swój wygląd. Zmiany te muszą być planowane. Jeśli budujemy nowy dom, czy mamy podłączenie do wody i elektryczności? Gdzie dzieci będą chodziły do szkoły? Gdzie mieszkańcy będą robić zakupy? Czy jest w pobliżu głośna fabryka, która będzie przeszkadzać ludziom? Czy nowe zabudowy powstaną kosztem pięknego parku lub najlepszych terenów uprawnych?

Aby odpowiedzieć na te i podobne pytania urząd miasta powinien mieć oficjalny plan (official plan), który wskazuje jakie części miasta mogą być przeznaczone na zabudowę.

Przepisy Strefowe

Dla zapewnienia przestrzegania oficjalnych planów, władze miejskie wydają przepisy strefowe (zoning by-laws). Przepisy strefowe dzielą miasto na mniejsze tereny nazywane strefami. Przepisy określają, jak może być wykorzystany teren w każdej strefie (na przykład, czy teren jest przemysłowy, handlowy lub rezydencjalny). Przepisy te również określają m.in. maksymalną wysokość budynku i jego wielkość, odległość od innego budynku i granice nieruchomości.

How Does the Zoning By-law Affect You?

A municipality does not allow development that does not agree with its zoning by-law. Before you build a house or anything else, you must make sure that it is allowed.

You should also check before you change a building or change its use. In many areas, for example, changing a single-family house into a duplex or a commercial building will not be allowed.

Call your municipality if you want to know the zoning in your area or if you need any other information about building.

How Is a Zoning By-law Changed?

Property owners may apply to have the zoning on a property changed. The municipality will then let everyone else in the area know about the application and hold a public meeting to allow people to give their opinions on the change. Notice of the meeting is usually given by mail or in the local newspapers. Council may also want to discuss the change with its own staff or with other agencies.

If you are worried about a change that might affect you:

- find out exactly what the change will be,
- go to the public meeting and give your opinion,
- discuss the change with the municipal staff or with your councillor,
- write a letter to the municipality.

If you want to apply to change the zoning, discuss your plans with the municipal staff. They can tell you how to apply. Most municipalities charge a fee for an application.

After discussing the application and hearing everyone's opinion, council will let you know whether it has been approved, maybe with some changes, or rejected.

How Can You Appeal?

If council rejects your application, or if you don't agree with a change given to someone else, you can appeal to the Ontario Municipal Board (OMB). The OMB is a separate board that hears disputes about planning issues. If you make an appeal, the OMB will hold a public hearing where you can give your views. The OMB's decision is usually final.

Jak Przepisy Strefowe Dotyczą Ciebie?

Miasto nie wyda zezwolenia na budowę, jeśli nie mieści się ona w przepisach strefowych. Zanim przystąpisz do budowy domu lub czegokolwiek innego upewnij się, że masz na to zgodę.

Przepisy strefowe należy także sprawdzić przed przystąpieniem do przebudowy domu lub zmiany jego użyteczności. W wielu okolicach, na przykład, nie wolno zmieniać domu jednorodzinnego na dwurodzinny lub przeznaczyć na działalność handlową.

Informacji na temat przepisów strefowych i regulacji dotyczących budynków udzielają telefonicznie władze miejskie.

Jak Można Zmienić Przepisy Strefowe?

Właściciel nieruchomości może zwrócić się o zmianę przepisu dotyczącego jego własności. Właściwy wydział miasta zawiadomi wszystkich mieszkańców okolicy o złożonym podaniu i wyznaczy publiczne spotkanie, na którym każdy może przedstawić swoją opinię o projektowanych zmianach. Zawiadomienie o zabranii jest zazwyczaj wysyłane pocztą lub zamieszczane w miejscowej gazecie. Rada miejska może chcieć przedyskutować zmiany ze swoimi pracownikami lub z innymi urzędami.

Jeśli obawiasz się zmian, które mogą dotyczyć ciebie, to:

- dowiedz się dokładnie czego zmiany dotyczą
- udaj się na zebranie publiczne i wyraż swoją opinię
- porozmawiaj o zmianach we właściwym wydziale miasta lub Twoim radnym
- napisz list do urzędu miasta.

Jeśli chcesz wystąpić o zmianę Twojej strefy, porozmawiaj o swoich planach z właściwym wydziałem miasta. Tam znajdziesz pomoc w przygotowaniu podania. Większość miast pobiera opłatę za podanie.

Po przedyskutowaniu podania i wysłuchaniu każdego opinii, rada powiadomi Cię czy podanie zostało zatwierdzone, odrzucone lub zatwierdzone ze zmianami.

Jak Można Apelować?

Jeśli rada miejska odrzuci twoje podanie lub nie zgadzasz się na czyjeś zmiany zatwierdzone przez miasto, możesz odwołać się do Ontario Municipal Board (OMB). OMB jest niezależnym wydziałem, który wysłuchuje spornych poglądów w kwestiach planowania. W odpowiedzi na Twoją apelację OMB zorganizuje publiczne przesłuchanie, gdzie będziesz mógł przedstawić swój punkt widzenia. Decyzja OMB jest zazwyczaj ostateczną.

To find out more about the OMB, call your municipality or call the OMB at (416) 598-2266, extension 213.

What If You Only Need a Minor Change?

If you want to build something that doesn't quite agree with the zoning by-law, like a house that is slightly bigger than allowed, you can apply for an "exemption". This is called a minor variance. If it is approved, you do not have to apply for a change to the by-law.

For a minor variance you must apply to the Committee of Adjustment. This committee is made up of citizens appointed by the local council. The committee will tell you when and where your application will be discussed and will invite you and anyone else who is interested to speak at the meeting.

If you want more information, call your municipality and ask for the secretary-treasurer of the committee of adjustment.

Land Severance

You might want to split (sever) your property into two or more pieces so that you can sell, lease, or mortgage part of it. Because dividing your property could affect your neighbours, as well as the municipality's ability to provide services, you must get approval first.

If you are only creating a few lots you will need a "consent", or "land severance", for each lot. If you want to divide your property into many lots you will have to submit a "plan of subdivision".

Call your municipality to find out how to apply for a consent or a subdivision.

Więcej informacji o OMB można otrzymać dzwoniąc do urzędu miasta lub OMB, numer telefonu (416) 598-2266 wewnętrzny 213.

Co Zrobić W Wypadku Małych Zmian?

Jeśli chcesz wybudować coś co niezupełnie jest w zgodzie z przepisami strefowymi, jak dom, który jest trochę większy niż przepisy zezwalają, możesz wystąpić o "zwolnienie" z tytułu tak zwanej małej niezgodności (minor variance). Jeśli prośba zostanie zatwierdzona to nie musisz ubiegać się o zmianę lokalnych przepisów.

Po zezwolenie na małą niezgodność z przepisów należy wystąpić do Komitetu Dostosowań (Committee of Adjustment). W skład komitetu wchodzi obywatele powołani przez lokalną radę miejską. Komitet powiadomi petenta kiedy i gdzie jego podanie będzie rozpatrywane. Na zebraniu tym petent, jak i każda inna zainteresowana osoba będzie mogła zabrać głos.

Więcej informacji udzieli telefonicznie sekretarz-skarbnik komitetu reklamacji.

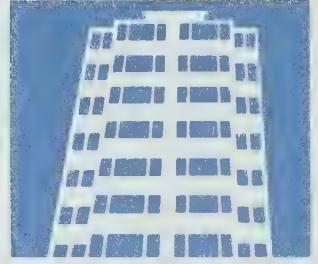
Dzielenie Terenu

Aby podzielić nieruchomość na dwie lub więcej części w celu sprzedaży, wynajęcia lub zastawienia hipoteki potrzebna jest zgoda. Jest ona wymagana ponieważ podział nieruchomości może niekorzystnie zmienić sytuację sąsiadów lub możliwości miasta w zapewnieniu usług.

Dla stworzenia tylko paru działek potrzebna jest "zgoda" (consent) lub "dzielenie terenu" dla każdej działki. Podział nieruchomości na wiele działek wymaga przedłożenia "planu podziału" (plan of subdivision).

Więcej informacji na temat, jak otrzymać "zgode" lub "podział" udziela telefonicznie urząd miasta.

BUILDING



Building Permits

If you wish to construct, renovate, or add to a building you must have a building permit from your municipality. These permits allow the municipality to control the types of buildings in the community and to ensure that buildings are safe and comply with the Ontario Building Code. The Building Code sets standards for the design of all building construction and renovations and for the materials that are used.

You must obtain a building permit before you:

- put up a new building or other structure on your property
- change, repair, or add to a building
- install heating, plumbing, air conditioning, or a fireplace
- put up a temporary building or a mobile home.

If you are thinking about any kind of construction, you should talk to the buildings staff in your municipality first. They will let you know whether you will need permits or any other approvals.

How to Apply for a Building Permit

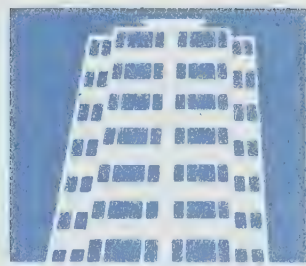
You can get an application for a building permit from your municipality. When you apply you will have to attach sketches, drawings, plans, and other documents. You may also have to pay a fee for the application and for other services like a property survey or a hook-up to the municipal water supply. The municipality will let you know exactly what you have to do when you make your application.

After you have applied, a municipal building official will look at your plans to make sure that they comply with the Building Code and the municipality's zoning by-law. If they do, and you have paid all of the fees, the municipality must give you a permit. If your plans do not comply, the building official will tell you why not and will show you what you will have to do to correct the problem.

BUDOWA

Zezwolenie Na Budowę

Jeśli chcesz budować, remontować lub dobudować coś do budynku musisz mieć zezwolenie na budowę (building permit) z urzędu miasta. Zezwolenie to umożliwia miastu kontrolowanie typów budowli w dzielnicy i zapewnienie, że budynki są bezpieczne i w zgodzie z Ontario Building Code (ontaryjskimi przepisami budowlanymi). Building Code ustala normy dla projektów budowlanych i remontowych oraz używanych do tego materiałów.



Musisz uzyskać zezwolenie na budowę zanim zaczniesz:

- stawiać nowy budynek lub inną konstrukcję na Twojej nieruchomości
- wprowadzać zmiany, reperować lub dobudowywać
- instalować ogrzewanie, wodociągi, klimatyzację lub kominek
- stawiać tymczasowy budynek lub dom ruchomy na podwoziu.

Jeśli myślisz o jakiegokolwiek budowie, powinieneś najpierw porozmawiać w wydziale budowlanym Twojego miasta. Tam dowiesz się czy potrzebujesz zezwolenie lub zgodę.

Jak Ubiegać się o Zezwolenie na Budowę?

W urzędzie miasta można otrzymać formularz na zezwolenie na budowę. Do podania należy dołączyć szkice, rysunki, plany i inne dokumenty. Prawdopodobnie wymagana jest opłata za przyjęcie podania i inne usługi, jak dokonanie pomiaru terenu lub podłączenie do miejskich wodociągów. Szczegółowe informacje w tej sprawie udzielane są przy przyjmowaniu podania.

Gdy podanie zostanie złożone, miejski wydział budowlany sprawdzi plany pod kątem zgodności z przepisami budowlanymi i strefowymi. Jeśli zgodność z przepisami jest zachowana i wszystkie opłaty uiszczone miasto musi wydać zezwolenie. Jeśli plany naruszają przepisy wydział wskaże w jaki sposób skorygować problem.

Building Inspections

Building permits often list the kinds of inspections that will have to be done during construction. A building inspector will make sure that the work is being done in accordance with the Building Code, your permit, and the approved plans.

The inspector must always be able to see the work that is being checked. If the inspector finds that the work is different from the work that was approved, you will be told to correct it. If you don't, the municipality can take legal action.

The permit must always be shown in a window or a place where it can be easily seen by the inspector while work is going on. You must also keep copies of the plans where the work is being done and, if you make any changes to the plans, tell the municipality as soon as possible. These changes will also have to be approved.

Taking Down a Building

Before you take down a building or part of a building you must apply for a demolition permit. Your local building official can give you more information.

Property Standards By-laws

Many municipalities have a property standards by-law which says that, for health and safety reasons, all buildings must be kept in good repair and that all properties must be kept clear of debris.

If you are concerned about a building or property in your neighbourhood, call your municipality to find out if it has a property standards by-law and what the municipality can do to help you with the problem.

Signs, Awnings, Fences, and Hedges

Many municipalities have by-laws that control the hanging of awnings or canopies, the size and location of signs, and the height and location of fences and hedges. Call your municipality to find out about its controls if you are planning to install any of these.

Inspekcja Budowli

Zezwolenie na budowę często zawiera listę inspekcji, które muszą być przeprowadzone w trakcie budowy. Inspektor budowlany (building inspector) musi sprawdzić czy prace wykonywane są zgodnie z przepisami budowlanymi, zezwoleniem i zatwierdzonymi planami.

Inspektor musi mieć zapewniony dostęp do prowadzonych prac. Jeśli znajdzie różnice między tym co jest robione, a co zostało zatwierdzone na planach, zażąda przeróbek. Miasto może podjąć kroki sądowe w wypadku nie podporządkowania się zaleceniom inspektora.

Zezwolenie musi być wystawione w oknie lub innym miejscu łatwym do zobaczenia dla inspektora podczas trwania robót. Kopie planów muszą być dostępne w miejscu gdzie roboty są wykonywane. O zmianach w planie należy natychmiast powiadomić miasto. Zmiany te będą wymagać zatwierdzenia.

Burzenie Budynku

Zanim przystąpisz do burzenia całego budynku lub tylko jego części, musisz wystąpić o zezwolenie na rozbiórkę (demolition permit). Miejscowy wydział budowlany udzieli więcej informacji.

Przepisy o Normach Dotyczących Nieruchomości

Wiele miast ma przepisy o normach dotyczących nieruchomości (property standards by-law), które mówią, że z powodów zdrowotnych i bezpieczeństwa, wszystkie budynki muszą być dobrze utrzymane, a teren czysty od gruzu.

Jeśli jesteś zaniepokojony budynkiem lub terenem w Twojej okolicy, przedzwoń do urzędu miasta i dowiedz się czy są przepisy o normach bezpieczeństwa i co miasto może zrobić, aby ci pomóc.

Napisy, Markizy, Ogrodzenia i Żywopłoty

Wiele miast ma przepisy kontrolujące zawieszenie markiz i okapów, rozmiary i umiejscowienie napisów, wysokość i umiejscowienie ogrodzeń i żywopłotów. Jeżeli planujesz zainstalowanie napisu, markizy, ogrodzenia, czy posadzenie żywopłotu, sprawdź odpowiednie przepisy w urzędzie miasta.

If you and your neighbour are building a fence to separate your properties, you will normally share the cost. If you cannot agree on how to share it, you can ask your municipality to appoint a fence-viewer who will decide how to divide the cost. You must do this before you build the fence. Call the municipality for more information.

EDUCATION

Every person in Ontario who has the necessary qualifications to attend school has a right to free access to elementary and secondary education. Call your local school to find out what the qualifications are.



The law says that all children between 6 and 16 years old must go to school.

Elementary School

The school year usually starts in the first week of September and ends in the last week of June.

Elementary school has 8 grades. Many school boards also have senior kindergarten. It takes children who turn 5 before the end of December of that year. Some also have junior kindergarten, which takes children who turn 4 before the end of December. Call your local school board for information about kindergarten.

Any child whose 6th birthday comes before the first day of school must start grade one in September. Children who turn six after the first day of school but before December 31 may also start in September if their parents wish.

Secondary School

Secondary school offers a lot of different courses to prepare students for work or for further education.

Jeżeli chcesz razem z sąsiadem postawić ogrodzenie dzielące wasze nieruchomości, jest w zwyczaju dzielić koszt na pół. Jeśli nie możesz zgodzić się z sąsiadem co do podziału kosztów, możesz zwrócić się do władz miejskich o wyznaczenie tzw. fence-viewer (rozmiejcy), który zadecyduje w tej sprawie. Sprawę tę należy wyjaśnić przed postawieniem ogrodzenia. Więcej informacji udzieli urząd miasta.

SZKOLNICTWO

Każda osoba w prowincji Ontario, która ma odpowiednie kwalifikacje do uczęszczania do szkoły ma prawo do bezpłatnego dostępu do szkoły podstawowej i średniej. Szczegółowych informacji na temat potrzebnych kwalifikacji udzieli miejscowa szkoła.



Obowiązek uczęszczania do szkoły obejmuje dzieci w wieku od 6 do 16 lat.

Szkoła Podstawowa

Rok szkolny zazwyczaj zaczyna się w pierwszym tygodniu września i kończy się w ostatnim tygodniu czerwca.

Szkoła podstawowa ma osiem klas. Wiele wydziałów szkolnych prowadzi przedszkola dla starszaków (senior kindergarten). Przyjmują one dzieci, które kończą 5 lat przed końcem grudnia danego roku. Niektóre wydziały szkolne prowadzą przedszkola dla młodszych dzieci (junior kindergarten), które przyjmują dzieci, których czwarte urodziny wypadają przed końcem grudnia. Więcej informacji na temat przedszkoli udzielają miejscowe wydziały szkolne.

Dziecko, którego szóste urodziny wypadają przed pierwszym dniem szkoły musi pójść do klasy pierwszej we wrześniu. Dzieci, które kończą szósty rok życia po pierwszym dniu szkoły ale przed 31 grudnia mogą pójść do szkoły we wrześniu, jeśli rodzice sobie tego życzą.

Szkoła Średnia

Szkoły średnie oferują szeroki wybór kursów przygotowujących uczniów do zawodu lub w kierunku dalszego wykształcenia.

If students who are older than 16 cannot go to school full-time, they may be able to finish their secondary school education in a number of ways, including going to classes part-time or by correspondence. Call your local secondary school for more information.

Enrolling Your Child in School

To enrol your child in school, watch for a notice about registration day in your local paper. Registration day is usually in the spring. You can also call your local school board to get the date.

To register your child in school, go to your local school and take with you:

- your child's birth certificate or passport,
- some proof of your child's immigration status, if needed,
- your child's immunization documents.

To register your child in a Roman Catholic separate school, you will also have to give proof that your school taxes go to the separate school board and may have to provide a baptismal certificate.

If you miss registration day or come to Ontario in the middle of the school year, call your local school board as soon as possible. You can also call the school board or the principal of your local school if you need any other information.

School Bus Service

Call your local school or school board to find out if there is a school bus service in your area.

Language Instruction

English and French are the languages of instruction in Ontario classrooms.

Some English-language schools offer extended or immersion French programs that allow students who are not francophones to take some or all of their classes in French.

Many schools have special programs for children who need to learn English. Elementary schools may also have heritage language programs that allow children to learn their own or other languages outside of normal school hours.

Jeśli uczniowie, którzy ukończyli 16 lat, nie mogą uczęszczać do szkoły w pełnym wymiarze godzin, wówczas mogą ukończyć szkołę średnią w inny sposób, m.in. poprzez uczęszczanie do szkoły w niepełnym wymiarze godzin lub poprzez kursy korespondencyjne. Więcej informacji na ten temat udzieli miejscowa szkoła średnia.

Zapisywanie Dzieci Do Szkoły

Dzieci zapisuje się do szkoły w dniu rejestracji (registration day), który jest ogłaszany w miejscowej gazecie. Dzień rejestracji przypada na ogół na wiosnę. O dacie zapisów można dowiedzieć się również telefonicznie w miejscowym wydziale szkolnym.

Aby zapisać dziecko do szkoły należy udać się do najbliższej szkoły i zabrać ze sobą:

- odpis aktu urodzenia lub paszport
- dokument stwierdzający status emigracyjny dziecka, jeśli potrzeba
- zaświadczenie o szczepieniach dziecka.

Aby zapisać dziecko do szkoły katolickiej należy dodatkowo przedstawić dowód przekazywania podatków szkolnych do wydziału szkół katolickich, jak również świadectwo chrztu.

Jeśli przepuścisz dzień rejestracji lub przyjedziesz do Ontario w środku roku szkolnego, przedzwoń jak najszybciej do miejscowego wydziału szkolnego. Jeśli potrzebujesz więcej informacji możesz także przedzwonić do wydziału szkolnego lub kierownika najbliższej szkoły.

Autobus Szkolny

Informacji na temat szkolnego autobusu udziela wydział szkolny lub najbliższa szkoła.

Języki Wykładowe

W szkołach ontaryjskich mówi się po angielsku lub francusku.

Niektóre szkoły angielsko-języczne oferują rozszerzony program języka francuskiego, co pozwala uczniom, którzy nie są pochodzenia francuskiego, pobierać część lub wszystkie lekcje w języku francuskim.

Wiele szkół posiada specjalne programy dla dzieci do nauki języka angielskiego. Niektóre szkoły podstawowe mają specjalne programy języka ojczystego (heritage language) co pozwala dzieciom uczyć się swego narodowego języka lub innych języków poza regularnymi godzinami szkolnymi.

Special Programs

Many school boards also offer programs for exceptional children and for children with physical or mental disabilities. Call your local school board to find out about special programs that are available in your area.

Adult Education

Most school boards, universities, and community colleges give courses for adults. The courses are given during the day and during the evening to meet the needs of adults. Information on adult education will often come in the mail, but you can call the local school board, university, or community college, if you need any information.

ELECTRICITY

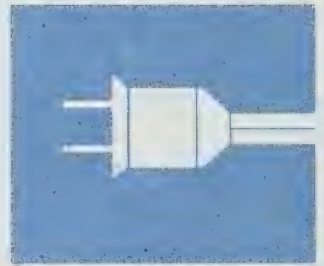
Your Electricity Bill

If you pay for your electricity directly, and not through your rent, you will receive a bill from your public utilities commission (usually called a PUC) or your municipality. The bill will usually be for two months and will cover the actual amount of electricity that you used during that time.

In some municipalities, the public utilities bill might also include charges for using water or sewer services.

Advice on Saving Energy

Every time you use electricity it costs you money, but there are many ways to reduce the amount of energy you use. Your public utilities commission can give you information on how to use less electricity and save money. It can also give you information on how to keep your home warmer in the winter and save on heating bills.



Specjalne Programy

Wiele wydziałów szkolnych oferuje specjalne programy dla dzieci bardzo zdolnych i dla dzieci ułomnych pod względem fizycznym lub umysłowym. Szczegółowych informacji na temat dostępności specjalnych programów w miejscowej szkole udziela lokalny wydział szkolny.

Szkolnictwo Dla Dorosłych

Większość wydziałów szkolnych, uniwersytetów i szkół pomaturalnych prowadzi kursy dla dorosłych. Kursy prowadzone są w ciągu dnia i wieczorami, zaspakajając potrzeby dorosłych. Informacje o szkolnictwie dla dorosłych przychodzą czasami pocztą co nie wyklucza, że każdy może przedzwonić do miejscowego wydziału szkolnego, na uniwersytet lub do szkoły pomaturalnej po więcej informacji.

ELEKTRYCZNOŚĆ

Rachunek Za Elektryczność

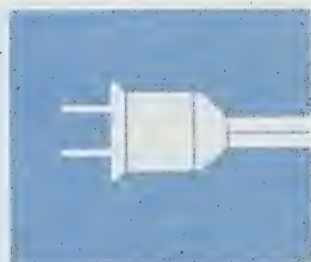
Jeśli płacisz za elektryczność bezpośrednio, a nie razem z czynszem, to znaczy, że otrzymujesz rachunek od komisji usług użyteczności publicznej (na ogół zwanej PUC) lub urzędu miasta.

Rachunek zazwyczaj wystawiony jest za dwa miesiące i pokrywa faktyczną ilość zużytej elektryczności w tym czasie.

W niektórych miastach rachunek może dodatkowo zawierać opłaty za usługi wodociągowe i kanalizacyjne.

Oszczędzanie Energii

Każde użycie elektryczności kosztuje pieniądze. Jest wiele sposobów zredukowania spożycia energii. Porad na temat oszczędnego używania energii i równocześnie oszczędzania pieniędzy udziela komisja usług użyteczności publicznej. Tam także można otrzymać porady, jak oszczędzić na ogrzewaniu mając wciąż ciepło w domu.



For more information on electrical services, or on how to save energy, call the public utilities commission. It will be listed in the white pages of your phone book under the name of your municipality's PUC or hydro-electric commission.

WATER AND SEWER SERVICES



In most urban areas, municipalities purify and distribute water and provide sewer services. In rural areas people use wells and septic tanks for which they are responsible.

In many places you will be charged for water based on the amount of water that your water meter says you have used. In other areas there are no meters and everyone pays a fixed amount. You may also be charged a "sewer surcharge" for sewer services.

If your meters are located on the outside of your house, you must make sure that they can be clearly read. If the meters are inside, the meter readers will have to get in to read them. Make sure that they show you proper identification before you let them in.

If you are not at home, the meter reader may leave you a card that you can fill in and mail. In some municipalities you can also phone in the readings.

Municipalities collect these charges in different ways. Some send separate bills, some may include sewer charges in your tax bill, and some may include water and electricity on the same bill.

Więcej informacji na temat usług elektrycznych i oszczędzaniu energii udzieli telefonicznie komisja usług użyteczności publicznej. Numer telefonu znajduje się w książce telefonicznej, białej sekcji pod nazwą lokalnej PUC lub komisji hydroelektrycznej.

USŁUGI WODOCIĄGOWE I KANALIZACYJNE

Na większości terenów miejskich miasta oczyszczają i rozdzielają wodę oraz prowadzą usługi kanalizacyjne. Na terenach wiejskich ludzie używają studni i tanków septycznych, za które są odpowiedzialni.



W niektórych miejscach pobierane są opłaty za zużycie wody obliczane według licznika. W innych miejscach, gdzie brak liczników, każdy płaci jednakową sumę. Czasami pobierane są opłaty za usługi kanalizacyjne, tzw. "dodatkowa opłata za kanalizację" (sewer surcharge).

Jeśli liczniki znajdują się na zewnątrz Twojego domu musisz zapewnić do nich łatwy dostęp. Jeśli liczniki są wewnątrz domu osoba odczytująca liczniki będzie musiała wejść do domu. Osoba taka powinna przedstawić legitymację stwierdzającą tożsamość.

Jeśli osoba odczytująca liczniki nie zastanie cię w domu, zostawi odpowiednią kartkę, którą należy wypełnić i odesłać pocztą. W niektórych miastach można podać przez telefon stan licznika.

Miasta i okręgi miejskie zbierają opłaty w różnorodny sposób. Niektóre wysyłają osobne rachunki, inne umieszczają opłaty za kanalizację na rachunku podatkowym, jeszcze inne wysyłają jeden rachunek za wodę i elektryczność.

WHERE TO FIND OUT MORE

If you want more information on any municipal service, or on how to participate in local government, call your municipality. The telephone number will be in the blue pages of your phone book.

If you have a question about a particular service, call the department that provides the service. If you don't know where to call, contact the municipal clerk. He or she will be able to answer your question or to tell you where to call.

Many municipalities publish a directory that gives information on the municipality, the services it provides, and the numbers to call. In some larger municipalities the directory is available in many languages. As the municipal clerk if your municipality has a directory.



GDZIE DOWIESZ SIĘ WIĘCEJ

Jeśli potrzebujesz więcej informacji na temat miejskich usług, lub jak uczestniczyć w pracach miejscowych władz przedzwoń do urzędu miasta. Numer telefonu znajduje się w książce telefonicznej, niebieskiej sekcji.



Jeśli masz pytania dotyczące konkretnej usługi przedzwoń do odpowiedniego wydziału. Jeśli nie wiesz dokąd przedzwonić skontaktuj się z sekretarzem miejskim. Tam otrzymasz odpowiedź na swoje pytanie lub wskazówkę dokąd przedzwonić.

Wiele miast wydaje informator, który zawiera informacje o zarządzie miasta, dostępnych usługach i numery telefonów. Duże miasta wydają informatory w wielu obcych językach. Szczegółowych informacji na ten temat udziela sekretarz miejski.

SOME DEFINITIONS

Alderman:	See "councillor"
Area Municipality:	A local municipality within a regional municipality
Assessment Roll:	A record of the assessed value of each property in a municipality
At-Large Election:	The election system in which candidates are elected by all the electors in the municipality
Board of Education:	See "school board"
Building Permit:	Formal, written permission to begin construction or renovation of a building
By-law:	A law passed by a municipality that has effect only within that municipality
City:	A municipality that normally has more than 15,000 people and, if in a county, normally is not part of the county for municipal purposes
Committee of Adjustment:	A committee of citizens who are appointed by the local council to deal with requests for minor exemptions from the municipality's zoning by-law standards
Councillor:	A member of the municipal council, sometimes called an alderman, elected to represent the interests of the citizens in the municipality; councillors may be elected at large or by ward
County:	An upper level of municipal government, usually in rural areas, which provides services to the local municipalities within its boundaries (in most counties, cities are not part of a county)
General Welfare Assistance:	An income support program that provides financial help to people who have no other financial support
Hydro-Electric Commission:	A public utilities commission (PUC) that is responsible for providing electrical services
Interim Tax Bill:	A bill for property taxes for the first part of the year, usually based on the amount paid in the previous year

NIEKTÓRE OKREŚLENIA

Alderman:	Radny miejski. Patrz "radny"
Area Municipality:	Obszar miejski. Miasto lub okręg samorządowy wchodzący w skład regionu
Assessment Roll:	Lista oszacowań. Rejestr oszacowanej wartości każdej nieruchomości w mieście
At-Large Election:	Wybory ogółu. Wybory, w których kandydaci wybierani są przez wszystkich wyborców w mieście
Board of Education:	Wydział Szkolnictwa. Patrz "wydział szkolny"
Building Permit:	Zezwolenie na budowę. Oficjalne, na piśmie zezwolenie na budowę lub remont budynku
By-law:	Zarządzenie lokalne. Zarządzenie wydane przez władze miejskie obowiązujące tylko lokalnie
City:	Miasto. Miasto, które ma ponad 15 000 mieszkańców i jeżeli leży na terenie powiatu nie jest jego częścią dla celów samorządowych
Committee of Adjustment:	Komitet Dostosowań. Komitet obywatelski powołany przez miejscową radę w celu rozpatrywania podań o tzw. mniejsze zwolnienie z miejskich przepisów o normach strefowych
Councillor:	Radny. Członek rady municypalnej, czasami nazywany radnym miejskim, wybierany celem reprezentowania interesu wszystkich obywateli; radni mogą być wybierani przez ogół lub przez dzielnicę
County:	Powiat. Wyższy szczebel władz miejskich, zazwyczaj obejmuje tereny wiejskie, odpowiedzialny za usługi dla miast leżących w jego granicach (na ogół powiaty nie obejmują miast zwanych city)
General Welfare Assistance:	Powszechna Pomoc Społeczna. Program pomocy finansowej dla ludzi, którzy nie mają innego dochodu
Hydro-Electric Commission:	Komisja Hydroelektryczna. Komisja usług użyteczności publicznej (PUC) odpowiedzialna za dostarczanie elektryczności
Interim Tax Bill:	Tymczasowy Rachunek Podatkowy. Pierwszy w roku rachunek za podatek od nieruchomości, zazwyczaj obliczany na podstawie rachunku za rok ubiegły

Land Severance:	Dividing land into smaller sections that the owner can sell or rent
Land Use Planning:	Using official plans or zoning by-laws to manage the development and use of land so that the municipality can grow and provide the services that are necessary and still protect the environment
Local Board:	A body appointed to look after services like libraries or health
Mayor:	The head of council in a city or town, and some other municipalities
Mill Rate:	The rate set each year by the council for setting taxes; it is based on the amount the municipality must raise to pay for the services it provides
Municipal Council:	A group of people elected by the voters of a municipality to make decisions about municipal services
Municipality:	A city, borough, town, township, village, county, or region with local self-government which allows its residents to receive common services
Ontario Building Code:	Standards for design and materials that must be met in all building construction and renovation
Polling List:	A list of eligible voters
Polling Place:	The place where people vote
Property Assessment:	The value given to a property based on its sale value and used to calculate property taxes
Property Standards By-law:	A by-law that requires buildings to be kept safe and in good repair
Property Tax:	Money collected from each property owner in a municipality to pay for the services that are not covered by grants or other fees
Public Utilities Commission (PUC):	A body appointed to provide, and collect fees for, electricity and sometimes water
Reeve:	The head of council of a township or village

Land Severance:	Podział terenu. Podział terenu na działki celem sprzedaży lub wydzierżawienia
Land Use Planning:	Planowanie zagospodarowania terenu. W zgodzie z oficjalnymi planami i przepisami strefowymi kierowanie rozwojem i zagospodarowaniem terenu tak aby miasto mogło rozrastać się i dostarczać potrzebnych usług i wciąż chronić środowisko naturalne
Local Board:	Wydział lokalny. Ciało powołane do opieki nad takimi usługami, jak biblioteki i służba zdrowia
Mayor:	Burmistrz. Przewodniczący rady miejskiej i rad niektórych okręgów samorządowych
Mill Rate:	Współczynnik podatkowy. Współczynnik ustalany każdego roku przez radę służący do obliczania podatków; bazuje on na sumie, jaką władze miejskie muszą zebrać, aby zapłacić za świadczone usługi
Municipal Council:	Rada miejska. Grupa ludzi wybrana w głosowaniu miejskim w celu decydowania o miejskich usługach
Municipality:	Miasto lub okręg samorządowy. Jednostka administracyjna z własnym samorządem odpowiedzialnym za zapewnienie tych samych usług wszystkim mieszkańcom. Może być to miasto, gmina, wioska, powiat lub region
Ontario Building Code:	Ontaryjskie przepisy budowlane. Normy dla projektów i materiałów, które muszą być zachowane na wszystkich budowlach i przy wszystkich renowacjach
Polling List:	Lista wyborcza. Lista uprawnionych do głosowania
Polling Place:	Lokal wyborczy. Miejsce przeznaczone do głosowania
Property Assessment:	Oszacowanie nieruchomości dla celów podatkowych. Określenie wartości nieruchomości w oparciu o wartość rynkową służące do obliczenia wysokości podatku od nieruchomości
Property Standards By-law:	Przepisy o normach dotyczących nieruchomości. Przepisy określające normy bezpieczeństwa i wyglądu budynku
Property Tax:	Podatek od nieruchomości. Pieniądze zebrane od właściciela każdej nieruchomości w mieście przeznaczone na zapłacenie za usługi, które nie są opłacane w inny sposób
Public Utilities Commission (PUC):	Komisja Usług Użyteczności Publicznej. Powołane ciało, odpowiedzialne za dostawy elektryczności i czasami wody oraz zbieranie za nie opłat

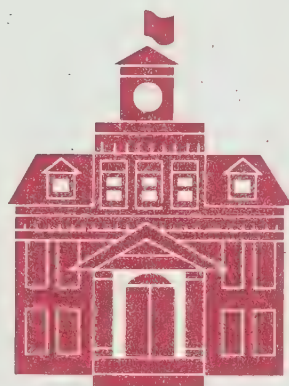
Regional Chair:	The head of council of a regional municipality
Regional Municipality:	An upper level of municipal government, usually in urban areas, which provides certain services to all of the area municipalities within its boundaries
Returning Officer:	The person, usually the municipal clerk, who is responsible for running local elections
School Board:	A local body elected to make decisions about building and looking after schools, hiring teachers and other staff, authorizing educational programs, and approving textbooks
Town:	A municipality that normally has more than 1,500 people
Township:	A municipality, usually in rural areas, that normally has more than 1,000 people
Trustee:	An elected member of a school board
Village:	The smallest kind of municipality, usually with a population of about 500 people
Warden:	The head of a county council
Wards:	Areas into which a municipality is divided for election of council members and school trustees
Zoning By-law:	A by-law that divides a municipality into small areas, or "zones", and says how land in each zone can be used

Reeve:	Przewodniczący rady gminnej. Przewodniczący rady gminnej lub wiejskiej
Regional Chair:	Przewodniczący regionalny. Przewodniczący rady regionalnej
Regional Municipality:	Samorząd regionalny. Wyższy szczebel samorządu miejskiego, zazwyczaj na obszarach miejskich, odpowiedzialny za zapewnienie pewnych usług wszystkim jednostkom miejskim w granicach regionu
Returning Officer:	Komisarz wyborczy. Osoba, zazwyczaj sekretarz miejski, odpowiedzialna za organizowanie lokalnych wyborów
School Board:	Wydział szkolny. Miejscowe ciało wybrane w celu zarządzania budynkami, opiekowania się szkołami, zatrudnianiem nauczycieli i innych pracowników, zatwierdzania programu i materiałów szkolnych
Town:	Miasto. Okręg miejski zamieszkały przez ponad 1 500 ludzi
Township:	Gmina. Okręg samorządowy, zazwyczaj na terenach wiejskich, który ma na ogół ponad 1000 mieszkańców
Trustee:	Powiernik. Wybrany członek wydziału szkolnego
Village:	Wieś. Najmniejszy rodzaj okręgu miejskiego, zazwyczaj zamieszkały przez około 500 osób
Warden:	Starosta. Przewodniczący rady powiatowej
Wards:	Dzielnice. Dzielnice miasta utworzone na okres wyborów do rad miejskich i wydziałów szkolnych
Zoning By-Law:	Przepisy strefowe. Zarządzenia, według których miasto podzielone jest na małe obszary (Strefy), i które określają jak teren w tych strefach może być używany.

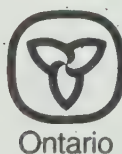
English

Vietnamese

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Hoan Nghênh Tới Chính Phủ Địa Phương Ở Ontario

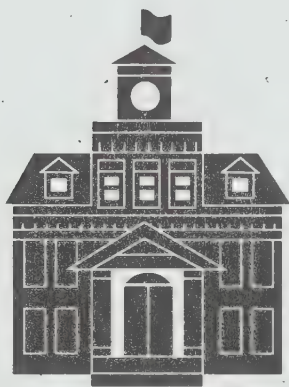


Ministry of
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ICURR
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Welcome to Local Government in Ontario



Hoan Nghênh Tới Chính Phủ Địa Phương Ở Ontario

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CUỐN SÁCH NÀY ĐƯỢC DỊCH RA CÁC THỨ TIẾNG:

Tiếng Anh
Tiếng Pháp
Tiếng Anh và Tiếng Ả Rập
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Tiếng Anh và Tiếng Tây Ban Nha
Tiếng Anh và Tiếng Việt Nam

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WELCOME TO LOCAL GOVERNMENT IN ONTARIO



INTRODUCTION

This book has been prepared to help newcomers to Ontario, their teachers and councillors, immigrant aid agencies, schools, and other non-profit groups which assist newcomers. It will also be useful to people who are looking for an introduction to local government, how it works, and the services it provides.

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...to the many people in community agencies and other Ontario Government ministries for their help, their ideas, and their support.

Please Note

The information in this book was first prepared in January 1988 and updated in July 1991. For more current information you should contact your municipality or the provincial agency that is responsible.

Cám Ơn

...tới rất nhiều người trong cộng đồng các chi nhánh và những bộ khác thuộc Chính Phủ về những sự giúp đỡ, những ý kiến, và sự ủng hộ của họ.

Xin Hãy Lưu Ý

Tài Liệu trong cuốn sách này đã được chuẩn bị vào tháng Một năm 1988 và được bổ sung vào tháng Bảy năm 1991. Để biết thêm chi tiết mới hiện hành bạn nên liên lạc đô thị của bạn hay chi nhánh chính phủ chịu trách nhiệm.

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GOVERNMENT IN ONTARIO

There are three levels of government in Ontario:

- the Government of Canada (federal government)
- the Government of Ontario (provincial government)
- local government (municipalities, school boards, public utilities commissions, and other local boards and commissions).



The Federal Government

The federal government is responsible for matters which affect all of Canada, such as:

- national defence
- foreign policy
- national economic policy
- citizenship
- currency

The Provincial Government

The Government of Ontario is responsible for matters which affect the province, such as:

- highways
- social services
- health care
- the environment

CHÍNH PHỦ Ở ONTARIO



Có tới ba hệ thống chính phủ ở Ontario:

- * Chính Phủ Canada (chính phủ liên bang)
- * Chính Phủ Ontario (chính phủ tỉnh bang)
- * chính phủ địa phương (các đô thị, ty giáo dục, ủy hội hữu dụng công cộng, và các ty và ủy hội khác).

Chính Phủ Liên Bang

Chính phủ liên bang chịu trách nhiệm về những vấn đề có ảnh hưởng tới toàn Canada, như:

- * phòng thủ quốc gia
- * chính sách đối ngoại
- * chính sách kinh tế quốc gia
- * quốc tịch
- * tiền tệ

Chính Phủ Tỉnh Bang

Chính phủ địa phương Ontario chịu trách nhiệm về những vấn đề có ảnh hưởng tới toàn tỉnh bang, như:

- * đường xá
- * phục vụ xã hội
- * chăm sóc sức khỏe
- * môi sinh

Local Government

Local government is responsible for matters which affect the local area, such as:

- police and fire protection
- schools
- libraries, parks, and recreation facilities
- planning new neighbourhoods
- garbage collection and disposal
- roads and sidewalks

Why is local government responsible for so many important services? Because local government is close to the people it serves. It knows what the local community's needs are and how best to meet them.

Chính Phủ Địa Phương

Chính phủ địa phương chịu trách nhiệm về những vấn đề có ảnh hưởng tới khu vực địa phương, như:

- * cảnh sát và cứu hỏa
- * trường học
- * thư viện, công viên, và các khu giải trí
- * kế hoạch xây cất các khu cư xá mới
- * thu nhặt và phế thải rác rưởi
- * đường xá và lối đi bộ

Tại sao chính phủ địa phương chịu trách nhiệm về rất nhiều phục vụ quan trọng? Bởi vì chính phủ địa phương rất gần gũi với dân chúng mà nó phục vụ. Nó biết những gì mà các cộng đồng địa phương cần tới và cách tốt nhất để đáp ứng những sự cần thiết đó.

MUNICIPALITIES

There are 832 municipalities in Ontario, but no two are exactly the same. They range in size from Metropolitan Toronto with over two million people to the Township of Cockburn Island which has only three permanent residents. Two-thirds of the people in Ontario live in the province's 50 largest municipalities. The population of most municipalities is quite small. About 600 municipalities in the province have fewer than 5,000 people.

Local Municipalities

Depending on its size, a local municipality may be called a city (usually large municipalities), a town, or a township or village (usually small). The local municipality provides most of the services you receive.

Counties and Regions

It is often more efficient to provide some services over an area larger than the local municipality. For this reason local municipalities in Southern Ontario are part of a county (mainly in rural areas) or a regional municipality, often called a region, (mainly in urban areas).

Counties and regions work with their local municipalities to provide services to their residents.

Metropolitan Toronto

Metropolitan Toronto, or "Metro Toronto", is Ontario's largest municipality and is similar to a region. If you live in the City of Etobicoke, the City of North York, the City of Scarborough, the City of Toronto, the City of York, or the Borough of East York, you live in Metropolitan Toronto.

CÁC ĐÔ THỊ

Có tới 832 đô thị ở Ontario, nhưng không có hai cái nào thật giống nhau hoàn toàn. Những đô thị này cỡ lớn từ Đô Thành Toronto với hơn hai triệu người tới Thị Trấn Cockburn Island chỉ duy nhất có ba người thường trú vĩnh viễn. Hai phần ba số dân ở Ontario sinh sống trong 50 đô thị lớn nhất của tỉnh. Dân số ở phần lớn các đô thị là tương đối nhỏ. Khoảng 600 đô thị trong tỉnh có ít hơn 5,000 người.

Các Đô Thị Địa Phương

Tùy thuộc vào cỡ của nó, một đô thị địa phương có thể gọi là một "city" (thành phố) (thường là các đô thị lớn), một "town" (thị xã), hay một "township" (thôn ấp) hay "village" (làng) (thường là nhỏ). Các đô thị địa phương cung cấp phần lớn phục vụ mà bạn nhận được.

Các Quận và Vùng

Cung cấp một số phục vụ trên một diện tích lớn hơn đô thị địa phương là thường có hiệu quả. Vì nguyên nhân này mà các đô thị địa phương ở Miền Nam Ontario là một phần của một "county" (quận) (phần lớn trong khu vực thôn quê) hoặc một "regional municipality" (vùng đô thị), thường gọi là "region" (vùng), (phần lớn trong khu vực thành thị).

Các quận và vùng làm việc với các đô thị địa phương của họ để cung cấp các phục vụ tới dân chúng.

Đô Thành Toronto

Đô thành Toronto, hoặc "Metro Toronto", là đô thị lớn nhất ở Ontario và tương tự như một vùng. Nếu bạn sống ở thành phố Etobicoke, thành phố North York, thành phố Scarborough, thành phố Toronto, thành phố York, hoặc Thị Trấn East York, bạn sống ở Đô Thành Toronto.

Municipal Councils

A municipality is governed by its municipal council. The members, called councillors or aldermen, are elected by the voters in the municipality.

Council's job is to make decisions about the community and the services it will provide. By using the money it raises as wisely as possible, council is responsible for such services as:

- fire and police protection
- roads, sidewalks, and street lighting
- public transit
- water and sewer services
- street cleaning and snow plowing
- child care centres and homes for the elderly
- garbage collection and disposal
- planning for new housing and business development
- parks, arenas, and other recreation facilities
- libraries

Because a municipality provides so many services, it may divide its council into committees. Each committee studies certain services and makes recommendations to the entire council. For example, a public works committee might look after road building and repairs, traffic problems, street lighting, and sewers.

Meetings of council and committees are held on a regular basis and are open to the public. You are encouraged to attend and can find out the dates and times of meetings by telephoning your municipality.

The number will be listed under "Municipalities" in the blue pages at the back of your telephone book.

How Does Council Make Decisions?

At their meetings council members discuss and make decisions on matters that can come before them in three ways:

- members can bring issues that are important to them
- the municipality's staff can ask council to consider and make decisions on things
- individuals, groups, and businesses can ask council to consider issues which affect them.

Hội Đồng Đô Thị

Một đô thị được cai trị bởi hội đồng của nó. Các thành viên gọi là nghị viên hoặc trưởng lão, được bầu bởi những cử tri trong đô thị.

Công việc của hội đồng là đi tới những quyết định về cộng đồng và những phục vụ mà nó cung cấp. Bằng cách dùng tiền mà nó quyên được một cách khôn ngoan, hội đồng chịu trách nhiệm về những phục vụ như:

- * cứu hỏa và cảnh sát
- * đường xá, lối đi bộ, và ánh sáng đường phố
- * giao thông công cộng
- * nước ngọt và cống nước
- * làm sạch đường phố và dọn tuyết
- * các trung tâm giữ trẻ và nhà ở cho người già
- * thu nhặt và phế thải rác rưởi
- * thảo kế hoạch xây nhà mới và phát triển doanh thương
- * công viên, sân vận động, và các khu giải trí khác
- * thư viện

Bởi vì một đô thị cung cấp rất nhiều phục vụ, nó có thể chia hội đồng ra thành các ủy ban. Mỗi ủy ban nghiên cứu mỗi phục vụ riêng rẽ và khuyến dẫn tới toàn hội đồng. Ví dụ, một ủy ban về các việc công cộng có thể trông coi về việc xây cất và sửa chữa đường xá, vấn đề lưu thông đường phố, ánh sáng, và cống nước.

Các cuộc họp của hội đồng và ủy ban được tổ chức đều đặn và công khai. Bạn được khuyến khích tới dự và có thể tìm hiểu ngày và giờ của các cuộc họp bằng cách gọi điện thoại cho đô thị của bạn. Số điện thoại sẽ được liệt kê dưới đầu đề "Municipalities" ở các trang màu xanh phía cuối cuốn sổ điện thoại niên giám của bạn.

Hội Đồng Đi Tới Những Quyết Nghị Ra Sao?

Các thành viên của hội đồng bàn luận trong các cuộc họp của họ và đi tới quyết nghị về những việc được trình bày theo ba lối:

- * các thành viên có thể đưa ra những vấn đề quan trọng tới họ
- * các nhân viên thuộc đô thị có thể xin hội đồng cứu xét và quyết định các vấn đề
- * các cá nhân, các nhóm, và các doanh thương có thể xin hội đồng cứu xét các vấn đề ảnh hưởng tới họ.

All of these items are put on council's agenda (the list of items to be discussed at the meeting). If council thinks that it needs more information it can ask the municipal staff to prepare a report. The issue may also be considered by a special committee. When council has all the information it needs it will discuss the matter and make a decision.

If council decides that some action is needed it may pass a by-law. By-laws are laws that are in effect only in that municipality. The provincial government limits the things that a municipality may do, and council can pass by-laws only on matters that are allowed by the province.

Asking Council to Consider a Matter

One of the advantages of local government is that you can easily take part in making decisions. You have the right to give your opinion on things that affect your municipality. You can do this by speaking or writing to your councillor. You can also write to the council or ask to speak at a council or committee meeting by contacting your municipal clerk's office.

LOCAL BOARDS AND COMMISSIONS

Many municipalities set up boards and commissions to give advice on such things as libraries, housing, or recreation.

Council appoints members of the community to serve on these boards. If you are interested in serving on a particular board you can contact the municipal clerk who will tell you when appointments are being made. You can also watch your local newspaper for advertisements for people to serve on a board.

Tất cả những vấn đề này được đặt ra trong chương trình nghị sự của hội đồng (danh sách các vấn đề để bàn luận trong cuộc họp). Nếu hội đồng thấy cần thêm chi tiết nó có thể đòi các nhân viên thuộc đô thị chuẩn bị một bản báo cáo. Vấn đề cũng có thể được cứu xét bởi một ủy ban đặc biệt. Khi hội đồng có tất cả các chi tiết cần thiết nó sẽ bàn bạc và đi tới quyết nghị.

Nếu hội đồng quyết định một số hành động là cần thiết nó có thể thông qua một đạo luật. Các đạo Luật là luật ảnh hưởng duy nhất trong đô thị đó. Chính phủ tỉnh bang giới hạn các việc mà một đô thị có thể làm, và hội đồng chỉ có thể thông qua các đạo luật về những vấn đề mà tỉnh bang cho phép.

Xin Hội Đồng Cứu Xét Các Vấn Đề

Một trong những lợi điểm của chính phủ địa phương là bạn có thể dễ dàng tham gia vào quá trình đi tới quyết nghị. Bạn có quyền đưa ra ý kiến về các vấn đề có ảnh hưởng tới đô thị của bạn. Bạn có thể làm vậy qua đối thoại hoặc viết tới nghị viên của bạn. Bạn cũng có thể viết tới hội đồng hay xin được nói chuyện trước hội đồng hay cuộc họp của ủy ban bằng cách liên lạc với văn phòng thư ký đô thị.

CÁC TY ĐỊA PHƯƠNG VÀ CÁC ỦY HỘI

Rất nhiều đô thị lập ra những ty và ủy hội cố vấn về những vấn đề như thư viện, nhà ở, hay khu giải trí.

Hội đồng chỉ định các thành viên của cộng đồng để phục vụ trong những ty này. Nếu bạn có hứng thú phục vụ trong một ty nào thì bạn có thể liên lạc thư ký đô thị để biết khi nào cần hẹn gặp. Bạn cũng có thể xem báo chí địa phương về các quảng cáo cần người phục vụ trong một ty nào đó.

SCHOOL BOARDS

School boards are an important part of local government. The province's Ministry of Education sets general policies and standards for all school boards.

Within those guidelines the local school boards, elected by the residents, decide how best to meet the needs of their students.

School board members, called trustees, are responsible for:

- building and looking after schools
- hiring teachers and other staff
- approving programs and textbooks.

If you have a concern or need some information about education in your area, call or write to your trustee or to the school board.

PUBLIC UTILITIES COMMISSIONS

In many municipalities a public utilities commission supplies electricity and is responsible for:

- making sure that electricity is available
- planning electricity for new buildings or developments
- setting the prices to be paid by residents and businesses.

Where there is no commission, electricity is provided directly by the municipality.

Public utilities commissions may also be set up to look after water services or public transit.

The members of a commission may be appointed by the council or may be elected by the voters in a municipality.

CÁC TY GIÁO DỤC

Các ty giáo dục là một phần quan trọng trong chính phủ địa phương. Bộ Giáo Dục tỉnh bang đặt ra các quy chế và tiêu chuẩn tổng quát cho tất cả các ty giáo dục.

Trong những chỉ dẫn đó mà các ty giáo dục địa phương, được bầu ra bởi dân chúng, quyết định cách tốt nhất để đáp ứng những nhu cầu của học sinh.

Các thành viên trong ty giáo dục, gọi là những ủy viên, chịu trách nhiệm về:

- * cao ốc và các vấn đề khác về trường học
- * tuyển mướn các giáo sư và những nhân viên khác
- * phê chuẩn các chương trình và sách giáo khoa

Nếu bạn có một quan tâm hoặc cần các tin tức khác về nền giáo dục trong khu vực của bạn, xin gọi hoặc viết tới người ủy viên của bạn hay tới ty giáo dục.

CÁC ỦY HỘI HỮU DỤNG CÔNG CỘNG

Ở rất nhiều đô thị một ủy hội hữu dụng công cộng cung cấp điện và chịu trách nhiệm về:

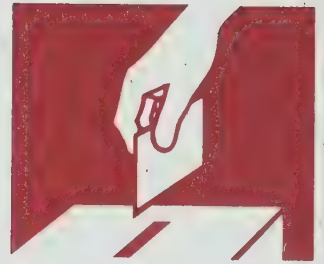
- * bảo đảm không mất điện
- * kế hoạch cung cấp điện cho các khu nhà hoặc khu phát triển mới
- * đặt ra giá tiền điện cho dân chúng và doanh thương

Ở nơi không có ủy hội, thì điện lực được cung cấp trực tiếp từ đô thị.

Các ủy hội hữu dụng công cộng cũng có thể được thành lập để trông coi việc cung cấp nước ngọt hay giao thông công cộng.

Các thành viên của một ủy hội có thể được chỉ định bởi hội đồng hay được bầu ra bởi cử tri địa phương.

LOCAL GOVERNMENT ELECTIONS



Members of local municipal councils, school boards, and some public utilities commissions are elected by the people they serve.

Local elections are held every three years, always on the second Monday in November; 1991, 1994, and 1997 are election years.

Who Can Vote in Local Elections?

Anyone can vote who on voting day is:

- 18 years old or older,
- a Canadian citizen, and
- lives or owns or rents property in the municipality, or is the spouse of an owner or tenant, during a specified period just before the election.

To be able to vote, your name must be on a list of eligible voters, called a polling list. In an election year, if you are on the list, you should receive a card in the mail telling you that you are eligible to vote. If you think that you are eligible but have not received a card by mid-September, call your municipality.

Where to Vote

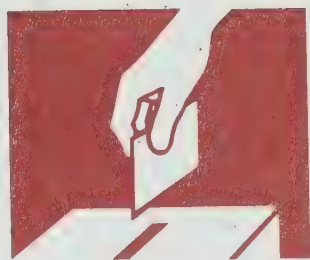
The place where people vote is called a poll, or polling place. Each poll has voting booths where you can make your vote in secret.

Polling places are usually in schools, churches, community centres, and apartment buildings and are accessible to people with physical disabilities.

If you are eligible to vote, you should receive a card telling you where your polling place is. If you do not receive a card, or have any questions, call your municipality.

BẦU CỬ CHÍNH PHỦ ĐỊA PHƯƠNG

Các thành viên hội đồng các đô thị, các ty giáo dục, và một số ủy hội hữu dụng công cộng được bầu ra bởi dân chúng mà họ phục vụ.



Bầu cử địa phương được tổ chức cách ba năm một lần, bao giờ cũng vào ngày thứ hai lần thứ hai trong tháng Mười Một; 1991, 1994 và 1997 là những năm bầu cử.

Những Ai Có Thể Bầu Trong Cuộc Bầu Cử Địa Phương?

Những ai có thể bầu trong ngày bầu cử đều phải là:

- * 18 tuổi trở lên
- * một công dân Canada, và
- * sống hay làm chủ hay thuê nhà ở trong đô thị, hoặc vợ hay chồng của một người chủ nhà hay người thuê nhà, trong một giai đoạn định sẵn trước khi bầu cử.

Để có thể được bầu, tên bạn cần phải có trong danh sách của những cử tri đủ tiêu chuẩn, gọi là danh sách cử tri. Trong một năm bầu cử, nếu bạn ở trong danh sách đó, bạn sẽ nhận được một tấm thẻ qua bưu điện nói là bạn đủ tiêu chuẩn đi bầu. Nếu bạn nghĩ bạn đủ tiêu chuẩn nhưng không nhận được thẻ vào giữa tháng Chín, xin gọi cho đô thị của bạn.

Đi Bầu ở Đâu

Chỗ mà dân chúng đi bầu gọi là một đầu phiếu, hoặc nơi đầu phiếu. Mỗi một đầu phiếu có những quán bầu phiếu mà bạn có thể bầu một cách kín đáo.

Những nơi đầu phiếu thường là những trường học, nhà thờ, trung tâm cộng đồng, và cao ốc trung cư và là những nơi mà những người tàn phế đều có thể tới được.

Nếu bạn đủ tiêu chuẩn đi bầu, bạn sẽ nhận được một tấm thẻ báo địa chỉ của nơi đầu phiếu. Nếu bạn không nhận được một tấm thẻ như vậy, hay có những câu hỏi, xin gọi đô thị của bạn.

Who Runs an Election?

A local election is the responsibility of the municipal clerk, who serves as a returning officer. The returning officer hires and trains the election officials and makes sure that the election is fair.

A deputy returning officer and a poll clerk look after each polling place to supervise the vote and to answer any questions that you might have.

How Are Municipal Councils Elected?

There are two different ways in which municipal councillors can be elected.

In some municipalities they are elected "at large", which means that the councillors represent the whole municipality and are elected by all of the voters in the municipality. If the council has five members, for example, all of the voters in the municipality may vote for five of the candidates. When all the votes are counted, the five who received the most win the election and become the new councillors.

Other municipalities are divided into areas called wards, and the voters elect councillors only for their wards. The candidates who received the most votes in each ward then form the new council.

The new council takes office at the first meeting in December after the election.

How is the Head of Council Elected?

The head of a local council is elected "at large" by all of the voters in a municipality. The head of council is called a mayor in cities, towns, and some townships and a reeve in villages and other townships.

What about a County Council?

Members of county councils are not directly elected by the voters. Instead, members of the councils of the local municipalities in the county sit on the county council.

The head of the county council is called a warden. The council chooses its own warden each year from among its members.

Ai Điều Khiển Một Cuộc Bầu Cử

Một cuộc bầu cử địa phương là trách nhiệm của thư ký đô thị, người phục vụ với tư cách là một báo cáo viên. Báo cáo viên tuyển mướn và huấn luyện các viên chức bầu cử và bảo đảm sự công bằng của cuộc bầu cử.

Một đại diện cho báo cáo viên và một thư ký đầu phiếu sẽ trông coi từng nơi đầu phiếu để giám sát cuộc bầu cử và trả lời bất cứ câu hỏi nếu bạn có.

Những Hội Đồng Đô Thị Được Bầu Ra Sao?

Các nghị viên được bầu theo hai lối khác nhau.

Ở một số đô thị họ được bầu "rộng rãi", có nghĩa là các nghị viên đại diện cho toàn vùng đô thị và được bầu bởi tất cả các cử tri ở đô thị. Ví dụ, nếu hội đồng có năm thành viên, thì tất cả cử tri đô thị có thể bầu cho năm trong số các ứng cử viên. Khi tất cả các phiếu đã được đếm xong, năm người nhận được số phiếu cao nhất sẽ thắng cuộc bầu cử và trở thành các nghị viên mới.

Các đô thị khác thì chia thành nhiều khu vực gọi là khu, và các cử tri sẽ bầu nghị viên duy nhất cho các khu của họ. Các ứng cử viên nhận được số phiếu nhiều nhất trong khu của họ sẽ hợp thành hội đồng mới.

Hội đồng mới tiếp quản văn phòng tại cuộc họp đầu tiên vào tháng Mười Hai sau cuộc bầu cử.

Người Đứng Đầu Hội Đồng Được Bầu Ra Sao?

Người đứng đầu một hội đồng địa phương được bầu theo lối "rộng rãi" bởi tất cả các cử tri trong một đô thị. Người đứng đầu hội đồng được gọi là thị trưởng ở các thành phố, thị xã, và một số thôn ấp và một chủ tịch xã ở các làng và các thôn ấp khác.

Còn Hội Đồng Quận Thì Sao?

Các thành viên của hội đồng quận không được bầu trực tiếp bởi cử tri. Thay vì, các thành viên các hội đồng đô thị địa phương trong quận sẽ ngồi vào hội đồng quận.

Người đứng đầu trong hội đồng quận được gọi là giám đốc. Hội đồng thường lựa chọn giám đốc từng năm từ trong các thành viên.

What about Regional Councils?

Members of regional councils can be selected in different ways.

In some regions, including Metro Toronto, the members are elected by the voters. They can be elected to sit on regional council only or to sit on both the local council and the regional council. In other regions local councillors are appointed by their councils to sit on the regional council too. The head of a local council always sits on the regional council.

The head of a regional council is called a chair. The chair is usually selected by the regional council from its members, but in some cases the chair is elected by the voters.

How Are School Boards Elected?

In Ontario there are two school systems that receive funding; a "public" school system and a Roman Catholic "separate" school system. In most areas each system has its own local board. Trustees for both boards are elected at the same time as municipal councillors.

If you are Roman Catholic you may vote for either the public board or the separate board, but not both. If you wish to vote for the separate board you must say that the school portion of your property taxes will go to the separate board. Unless you say that your taxes will be paid to the separate board, they will automatically go to the public board.

In many areas of the province education is available in both English and French. School boards in those areas have English and French language sections, and if you meet certain language requirements you may be eligible to vote for either English or French language trustees, but not both.

How Are Public Utilities Commissions Elected?

Some public utilities commissions are elected. The commission will include the head of the local council and two or four elected commissioners.

The elections are held at the same time as elections for councillors and trustees.

Còn Hội Đồng Vùng Thì Sao?

Các thành viên của các hội đồng trong vùng được bầu theo nhiều lối khác nhau.

Ở một số vùng, kể cả đô thành Toronto, các thành viên được bầu từ cử tri. Họ có thể chỉ được bầu để ngồi vào hội đồng vùng hoặc để ngồi vào cả hội đồng địa phương lẫn hội đồng vùng. Ở một số vùng khác thì các nghị viên địa phương cũng có thể được chỉ định bởi hội đồng của họ để ngồi vào hội đồng vùng. Người đứng đầu trong một hội đồng địa phương bao giờ cũng ngồi trong hội đồng vùng.

Người đứng đầu một hội đồng vùng được gọi là một chủ tịch. Vị chủ tịch thường được chọn ra bởi hội đồng vùng từ các thành viên của nó, nhưng trong một số trường hợp khác thì vị này được bầu ra từ cử tri.

Các Ty Giáo Dục Được Bầu Ra Sao?

Có hai hệ thống trường học ở Ontario nhận được kinh phí, một hệ thống trường học "công cộng" và một hệ thống trường học Thiên Chúa Giáo "riêng biệt". Ở phần lớn các khu vực từng hệ thống đều có ty riêng của nó. Các ủy viên của cả hai loại ty trên đều được bầu cùng một lúc như các nghị viên đô thị.

Nếu bạn theo đạo Thiên Chúa Giáo bạn có thể bầu cho ty công cộng hoặc ty riêng biệt, nhưng không được bầu cả hai. Nếu bạn bầu cho ty riêng biệt bạn phải nói rằng phần tiền trường trong thuế bất động sản của bạn sẽ được trả cho ty riêng biệt. Thuế của bạn sẽ tự động được trả tới ty công cộng, trừ phi bạn nói rằng thuế của bạn sẽ được trả tới ty riêng biệt.

Ngôn ngữ giáo dục là cả tiếng Anh và tiếng Pháp ở rất nhiều nơi trong tỉnh bang. Các ty giáo dục ở các nơi đó có phần ngôn ngữ tiếng Anh và tiếng Pháp, và nếu bạn hợp đủ yêu cầu của từng thứ tiếng bạn có thể đủ tiêu chuẩn để bầu cho ủy viên ngôn ngữ Anh hoặc Pháp, nhưng không được bầu cả hai.

Các Ủy Hội Hữu Dụng Công Cộng Được Bầu Ra Sao?

Một số ủy hội hữu dụng công cộng được bầu ra. Ủy hội sẽ bao gồm người đứng đầu hội đồng địa phương và hai hoặc bốn ủy viên thành cử.

Bầu cử được tổ chức cùng một thời gian với cuộc bầu cử của các nghị viên và ủy viên.

Who Can Be a Candidate?

Anyone who is eligible to vote can be a candidate for a municipal council or a public utilities commission. To be a candidate for a school board you must meet certain requirements. You can contact your board of education for more information.

Anyone who wants to be a candidate must register with the municipal clerk before raising or spending any money for the campaign. A nomination paper, signed by at least ten other qualified voters, must be filed with the clerk at least 30 days before election day.

Candidates in federal and provincial elections represent a political party, but candidates in local elections do not.

LOCAL GOVERNMENT FUNDING

Local governments in Ontario spend almost \$28 billion each year. Almost half of that amount is for education.

About 40% of the \$28 billion comes from property taxes, and less than 20% comes from "user fees" such as transit fares, parking, and rentals. The rest comes from federal and provincial grants.



Property Taxes

Your local government collects property taxes from every property owner. Municipal and school board taxes are collected by the local municipality on the same tax bill. Tenants pay a portion of their landlords' taxes through their rent.

How does the municipality know how much tax each property owner should pay? There are 3 steps in setting the amount.

Ai Có Thể Là Ứng Cử Viên?

Bất cứ ai đủ tiêu chuẩn đều có thể trở thành ứng cử viên cho một hội đồng đô thị hay một ủy hội hữu dụng công cộng. Để trở thành một ứng cử viên cho một ty giáo dục bạn cần phải hội đủ một số tiêu chuẩn. Bạn có thể liên lạc ty giáo dục của bạn để có thêm chi tiết.

Bất cứ ai muốn trở thành một ứng cử viên đều phải đăng ký với thư ký đô thị trước khi tuyên bố hoặc chi phí cho cuộc vận động bầu cử. Một bản đề cử, ký bởi ít nhất mười cử tri đủ tiêu chuẩn, phải trình trước vị thư ký ít nhất 30 ngày trước ngày bầu cử.

Các ứng cử viên trong các cuộc bầu cử liên bang hay tỉnh bang đại diện cho một đảng chính trị, nhưng các ứng cử viên trong các cuộc bầu cử địa phương thì không.

KINH PHÍ CỦA CHÍNH PHỦ ĐỊA PHƯƠNG

Các chính phủ địa phương ở Ontario tiêu tốn gần \$28 tỷ hàng năm. Gần một nửa số tiền đó là dành cho giáo dục.



Khoảng 40% của \$28 tỷ được lấy từ các loại thuế bất động sản, và ít hơn 20% được lấy từ tiền "lệ phí người dùng" như vé xe buýt, vé đậu xe hơi, và tiền thuê nhà. Phần còn lại là trợ cấp từ liên bang và tỉnh bang.

Các Loại Thuế Bất Động Sản

Chính phủ địa phương của bạn thu thuế bất động sản từ tất cả các chủ bất động sản. Thuế đô thị và các ty giáo dục được thu bởi đô thị trong cùng một hóa đơn thuế. Những người thuê nhà trả một phần thuế của chủ nhà của họ qua tiền thuê nhà.

Làm sao mà đô thị có thể biết được từng chủ đất nên trả bao nhiêu thuế? Có ba bước để áp đặt số tiền thuế.

1) Assessing the Property

Assessing the value of each property is done by the provincial government. Each property is examined by an “assessor”, who is skilled at giving a value to a property. He decides the property’s market value, or what it would be worth if it were sold. The municipality then takes a percentage of the market value to calculate the property assessment.

If you wish to know the assessed value of any property you can visit your municipal office and ask to see the assessment roll. The assessed value of every property in your municipality is listed on this roll.

If the value of your property is changed because of a re-assessment, you will receive a “Notice of Property Valuation” telling you what the new assessment is.

If you think that your property has not been assessed fairly you can do several things.

Talk first with an assessor at the regional assessment office. The address and telephone number are shown on the Notice of Property Valuation, and you may call at any time if you need help or an explanation.

After the Notices of Property Valuation are sent out Assessment Open Houses will be held at many times and places in your municipality, usually at local schools and halls. They will be advertised in daily, weekly, and ethnic newspapers.

The open houses give property owners and tenants a chance to discuss their assessments with an assessor. If you cannot go to an open house, you can make an appointment to meet the assessor at the regional assessment office.

If you are still not satisfied you can appeal your assessment to the Assessment Review Board. The Board will compare your assessment to the assessment of similar properties with the same market value and may lower yours if it thinks that it is too high. Your property assessor will help you make this appeal and explain what has to be done.

1) Định Giá Bất Động Sản

Định giá giá trị của từng bất động sản là được thực hiện bởi chính phủ tỉnh bang. Từng bất động sản được khám xét bởi một "người định giá", là người có khả năng để định giá một bất động sản. Ông ta quyết định giá thị trường của bất động sản, hoặc giá cả nếu như nó được bán đi. Lúc đó đô thị sẽ lấy một số phần trăm từ giá thị trường để tính mức định giá bất động sản.

Nếu bạn muốn được biết giá được định của bất cứ bất động sản nào bạn có thể thăm viếng văn phòng đô thị và hỏi để xem bảng định giá. Giá đã định của tất cả bất động sản trong đô thị được liệt kê trong bảng này.

Nếu giá trị bất động sản của bạn thay đổi vì một sự tái-định giá, bạn sẽ nhận được một "Thông Báo Về Giá Trị Bất Động Sản" báo cho bạn biết giá mới đã định là bao nhiêu.

Nếu bạn nghĩ bất động sản của bạn được định giá không công bằng bạn có thể làm một số thứ.

Trước tiên nói chuyện với một người định giá tại văn phòng định giá địa phương. Địa chỉ và số điện thoại thể hiện ở Thông Báo Về Giá Trị Bất Động Sản, và bạn có thể gọi bất cứ lúc nào nếu bạn cần giúp đỡ hay giải thích.

Sau khi những Thông Báo Về Giá Trị Bất Động Sản được gửi đi thì Các Cuộc Mở Cửa Định Giá sẽ được tổ chức nhiều lần và tại nhiều nơi trong đô thị của bạn, thường là ở các trường học địa phương và các tòa nhà lớn. Những sự kiện này sẽ được quảng cáo tại các nhật báo, tuần báo, và các báo của các tiếng nói thiểu số.

Các cuộc mở cửa tạo ra cơ hội để các chủ bất động sản và các người thuê nhà bàn luận với một người định giá. Nếu bạn không thể tới dự một cuộc mở cửa, bạn có thể làm một cuộc hẹn để gặp người định giá tại văn phòng định giá địa phương.

Nếu bạn vẫn không thỏa mãn bạn có thể kháng cáo sự định giá của bạn tới Ban Xét Lại Sự Định Giá. Ban này sẽ so sánh sự định giá của bạn với sự định giá của một bất động sản tương tự với cùng giá thị trường và có thể giảm giá trị của bạn nếu nó nghĩ giá đó là quá cao. Người định giá của bạn sẽ giúp bạn làm bản kháng cáo này và giải thích những gì cần phải làm.

2) Setting the Mill Rate

The property tax that you pay is based on two things: your property assessment and the mill rate. Each year the municipal council sets the mill rate by:

- deciding how much it will cost to provide all of the municipal services that will be needed;
- subtracting the amounts that will be received from provincial grants and “user fees” to get the amount that will have to be collected from property taxes,
- setting the mill rate that will collect that amount.

3) Calculating Your Taxes

The mill rate is a number that is based on each \$1,000 of property assessment. For instance, a mill rate of 60 means that you will have to pay \$60 for each \$1,000 that your property is assessed.

So if the mill rate is 60 and the assessment on your property is \$5,000, you will pay 60 times 5, or \$300.

Paying Your Property Taxes

If you own property you will receive a tax bill showing the amount you must pay and when you must pay it.

“Interim” Tax Bill

The municipality will often not know how much it must raise until many months after the year has started. But it still needs to spend money and so may send out interim tax bills based on the taxes that were paid in the year before. The final tax bills will cover the difference between what you have already paid and what the municipality actually needs to provide all of the services.

Instalments

Municipalities often allow the taxes to be paid in instalments, that is, in perhaps 6 or 8 payments a year. This gives the municipality a regular flow of money to pay its bills and lets you make smaller payments each time rather than one big one.

2) Áp Đặt Mức Độ Đánh Thuế (Mill Rate)

Thuế bất động sản mà bạn trả là dựa trên hai thứ: sự định giá bất động sản của bạn và mức độ đánh thuế. Từng năm hội đồng đô thị đặt ra mức độ đánh thuế bởi:

- * quyết định tốn kém bao nhiêu để cung cấp tất cả các phục vụ cần thiết,
- * trừ đi những khoản trợ cấp có thể nhận được từ tỉnh bang và "lệ phí người dùng" để có được số tiền cần phải thu từ thuế bất động sản,
- * áp đặt ra mức độ đánh thuế để rồi thu số tiền đó.

3) Tính Toán Các Thứ Thuế Của Bạn

Mức độ đánh thuế là một số dựa trên từng \$1,000 của giá bất động sản đã được định. Lấy ví dụ, một mức độ đánh thuế 60 có nghĩa là bạn sẽ phải trả \$60 cho từng \$1,000 của giá bất động sản của bạn theo như giá đã được định.

Cho nên nếu mức độ đánh thuế là 60 và sự định giá bất động sản của bạn là \$5,000, bạn sẽ phải trả 60 nhân với 5, hay là \$300.

Trả Thuế Bất Động Sản

Nếu bạn làm chủ một bất động sản bạn sẽ nhận được một hóa đơn thuế chỉ rõ số tiền và khi nào bạn cần phải trả.

Hóa Đơn Thuế "Tạm Thời"

Đô thị sẽ thường không biết phải thu bao nhiêu cho tới nhiều tháng sau khi năm mới đã bắt đầu. Nhưng nó vẫn cần phải chi phí và vì vậy có thể sẽ gửi hóa đơn thuế tạm thời dựa theo những số thuế đã trả vào năm trước. Hóa đơn thuế cuối cùng sẽ bao gồm sự khác biệt giữa số tiền bạn đã trả và số tiền mà đô thị cần thật sự để cung cấp tất cả những phục vụ.

Trả Nhiều Kỳ

Các đô thị thường cho phép trả thuế theo nhiều kỳ, có nghĩa là, trong khoảng 6 hoặc 8 lần trả một năm. Như thế sẽ tạo cho đô thị có một mức cung cấp

In most municipalities taxes can be paid at the municipal office or at any of the banks or trust companies listed on the tax bill. If you want to know more about your taxes, or need any help, call your municipal office.

What Happens if Taxes Are Not Paid?

You should pay your taxes on or before the due date shown on the tax bill. Municipalities charge interest on taxes that are not paid on time. If the taxes are still not paid at the end of the year, municipalities may charge a penalty in addition to the taxes and interest that are owing.

If the taxes aren't paid after 3 years, the municipality may sell the property and keep the amount that is owed for taxes. If the property has not been built on, the municipality can sell it after 2 years.

Tax Grants for Senior Citizens

Ontario residents who are 65 years of age or older can get a Property Tax Grant from the province. The grant of up to \$600 for each household helps with the municipal and school taxes that the home owners have to pay. Tenants may get \$600 or 20% of the rent they pay for their principal residence, whichever is lower.

Most people who receive Old Age Security (OAS) and seniors who have already received a Property Tax Grant will be sent application forms in August. If you do not receive a form or need more information, call the Ministry of Revenue's Multicultural Information Centre free of charge from anywhere in Ontario.

- Metro Toronto 965-8470
- All other areas 1-800-263-7965
- French language calls 1-800-668-5821
- Telephone device for the deaf 1-800-263-7776

tiền đều đặn để trả các hóa đơn của nó và để bạn trả ít tiền từng lần hơn là một lần với số tiền lớn.

Ở phần lớn các đô thị thuế có thể trả ở văn phòng đô thị hoặc tại bất cứ nhà băng hay các công ty tín dụng nào liệt kê trong hóa đơn thuế. Nếu bạn muốn biết thêm về thuế của bạn, hoặc cần sự giúp đỡ nào, xin gọi văn phòng đô thị.

Các Gì Sẽ Xảy Ra Nếu Không Trả Thuế?

Bạn nên trả thuế của bạn đúng hoặc trước ngày hạn định thể hiện trong hóa đơn thuế. Các đô thị đánh lãi xuất vào những thuế không trả đúng hạn. Nếu thuế vẫn không được trả vào cuối năm, các đô thị có thể đánh tiền phạt vào số thuế còn thiếu và lãi xuất.

Nếu thuế vẫn chưa được trả sau 3 năm, đô thị có thể sẽ bán bất động sản và giữ số tiền đã thiếu cho thuế. Nếu bất động sản không có kiến trúc xây cất ở trên, đô thị có thể bán đi sau 2 năm.

Thuế Trợ Cấp Cho Những Công Dân Cao Niên

Dân cư trú ở Ontario là 65 tuổi hay cao hơn có thể được một Trợ Cấp Thuế Bất Động Sản từ tỉnh bang. Trợ Cấp cao nhất là \$600 cho từng hộ gia đình trợ giúp với thuế đô thị và trường học mà các chủ nhà đều phải trả. Những người thuê nhà có thể được \$600 hoặc 20% của số tiền thuê nhà họ trả cho sự cư trú của mình, tùy theo số nào là ít hơn.

Phần lớn những người nhận được Bảo Hộ Cao Niên (OAS) và những người cao niên đã nhận được một Trợ Cấp Thuế Bất Động Sản sẽ nhận được những mẫu điền đơn xin vào tháng Tám. Nếu bạn không nhận được một bản hoặc cần thêm chi tiết, xin gọi điện thoại miễn phí từ bất cứ nơi nào ở Ontario tới Trung Tâm Thông Tin Bộ Huê Lợi Đa Văn Hóa.

- | | |
|-----------------------------|----------------|
| * Đô Thành Toronto | 965-8470 |
| * Tất cả các khu vực khác | 1-800-263-7965 |
| * Tiếng Pháp xin gọi | 1-800-668-5821 |
| * Điện thoại cho người điếc | 1-800-263-7776 |

GUIDE TO LOCAL GOVERNMENT SERVICES

The rest of this handbook is a guide to the services that local government provides. Because of differences in type and size, not all municipalities can provide the same services. The guide describes the services given by large, urban municipalities, which usually offer more services than smaller ones can.

If you have any questions about the services that your municipality provides, call your municipal office. The number is in the Municipal Government section of the blue pages at the back of your telephone book.

THE MUNICIPAL CLERK'S OFFICE

There is a municipal clerk in every municipality. It is the clerk's job to know which municipal departments or employees do what and where they can be reached. So if you need assistance or information about municipal services but don't know where to go, call the clerk's office.



The clerk has many other duties, including:

- preparing the agendas and keeping notes of council meetings and decisions
- notifying the residents of public meetings
- running local government elections
- issuing marriage licences

The clerk is also in charge of keeping all municipal documents and records. Call the clerk's office to get a copy of a report, a by-law, or other document.

HƯỚNG DẪN VỀ CÁC PHỤC VỤ CỦA CHÍNH PHỦ ĐỊA PHƯƠNG

Phần còn lại của cuốn sổ tay này là một hướng dẫn về các loại phục vụ mà chính phủ địa phương cung cấp. Bởi vì những sự khác biệt về kiểu và cỡ, không phải tất cả các đô thị đều có thể cung cấp các phục vụ giống nhau. Sự hướng dẫn diễn tả những phục vụ cung cấp bởi những đô thị lớn, thuộc về thành thị, thường cung cấp nhiều phục vụ hơn là những đô thị nhỏ.

Nếu bạn có những câu hỏi về những phục vụ mà đô thị bạn cung cấp, xin gọi văn phòng đô thị của bạn. Số điện thoại được liệt kê ở phần Chính Phủ Đô Thị (Municipal Government) ở những trang màu xanh phía cuối của cuốn sổ điện thoại niên giám.

VĂN PHÒNG CỦA THƯ KÝ ĐÔ THỊ



Tất cả các đô thị đều có một thư ký. Vị thư ký có nhiệm vụ biết công việc của các bộ phận đô thị hoặc nhân viên và họ có thể liên lạc tại đây. Cho nên nếu bạn cần sự giúp đỡ hoặc tin tức về các phục vụ đô thị nhưng không biết tìm ở đâu, gọi cho văn phòng thư ký.

Vị thư ký còn có nhiều nhiệm vụ khác, bao gồm:

- * chuẩn bị các chương trình nghị sự và ghi chép các vấn đề và các quyết định tại các cuộc họp hội đồng
- * thông báo dân cư về các cuộc họp công cộng
- * điều khiển các cuộc bầu cử của chính phủ địa phương
- * cấp phát các hôn thú

Vị thư ký cũng quản lý tất cả các tài liệu văn thư và hồ sơ. Hãy gọi văn phòng thư ký để có một bản sao của một bản báo cáo, một đạo luật, hay các văn kiện khác.

Business Licences

You need a special licence to carry on many kinds of business or trade in a municipality. If you want to open a restaurant, start a taxicab company, or run a private parking lot you will probably need a municipal licence. If you are thinking of starting a business, call the municipal clerk to ask if you need a licence.

If you do, the clerk will tell you how to apply. Your application will have to describe the kind of business and where it will be. Staff of the fire and building departments will look at the application before it goes to council for approval or rejection.

In some municipalities there may be a committee or commission that gives licences. The clerk will be able to tell you how to apply.

A licence can be taken away if there are a lot of complaints about the business.

POLICE PROTECTION

The job of protecting people and their property is shared by the federal, provincial, and local governments.

The federal police force is the Royal Canadian Mounted Police (RCMP). It enforces certain federal laws in Ontario.



The Ontario Provincial Police (OPP) carries out some criminal investigations and patrols provincial highways and waterways. The OPP also provides police services for municipalities which do not have a local police force.

Most large municipalities do have their own police force. Most regional municipalities and Metro Toronto have a police force which provides services in all of the municipalities in the region.

Các Giấy Phép Hành Nghề Doanh Thương

Bạn cần một giấy phép đặc biệt để phát triển nhiều loại doanh thương hay thương mại trong một đô thị. Nếu bạn muốn mở một tiệm ăn, bắt đầu một công ty taxi, hoặc điều khiển một bãi đậu xe tư nhân bạn có thể sẽ cần một giấy phép hành nghề trong đô thị. Nếu bạn đang suy nghĩ về việc mở một doanh thương, gọi cho thư ký đô thị để hỏi xem bạn có cần một giấy phép hay không.

Nếu bạn cần, vị thư ký sẽ nói bạn cách để xin giấy. Đơn xin của bạn sẽ phải diễn tả loại doanh thương nào và nó sẽ được đặt ở đâu. Nhân viên thuộc bộ phận cứu hỏa và xây cất sẽ cứu xét đơn xin trước khi nó được trình lên hội đồng để chấp thuận hay từ chối.

Một số đô thị có thể có một ủy ban hay ủy hội cấp giấy phép hành nghề. Vị thư ký sẽ có thể chỉ bạn cách xin.

Một giấy phép hành nghề có thể bị tước đi một khi có nhiều phàn nàn về doanh thương.

BẢO VỆ CẢNH SÁT

Việc bảo vệ dân chúng và tài sản của họ được chia sẻ bởi các chính phủ liên bang, tỉnh bang, và địa phương.



Lực lượng cảnh sát liên bang là Cảnh Sát Hoàng Gia Canada (RCMP). Nó thi hành một số luật liên bang nào đó trong Ontario.

Lực Lượng Cảnh Sát Tỉnh Bang (OPP) tiến hành một số điều tra tội ác và tuần tiểu các xa lộ và đường thủy. OPP cũng cung cấp sự bảo vệ cảnh sát cho những đô thị nào không có lực lượng cảnh sát địa phương.

Phần lớn các đô thị đều có lực lượng cảnh sát của riêng họ. Phần lớn các đô thị trong vùng và Đô Thành Toronto đều có một lực lượng cảnh sát cung cấp phục vụ ở tất cả các đô thị trong vùng.

The main duties of municipal police forces are to protect people and their property, to catch those who commit crimes, and to keep order in the community. In many larger municipalities the police may also offer services that help young people and help people to prevent crime in their neighbourhoods.

If You Need Help

The telephone number for the police is in the front of your telephone book. You should keep the number close to the phone. If you need help, call and give your name, where you are, and why you have called.

FIRE PROTECTION

Each municipality decides how it will provide fire protection. Most large municipalities have their own full-time fire departments. Some share departments with other municipalities. Many smaller municipalities have volunteer firefighters.



If a fire starts in your home and you cannot put it out quickly, leave the building right away. Call the fire department from the closest phone and tell them where the fire is. The nearest fire station will send firefighters and equipment to put the fire out.

Fire departments may also provide other services such as inspections, teaching people how to prevent fires, and helping people who have had an accident.

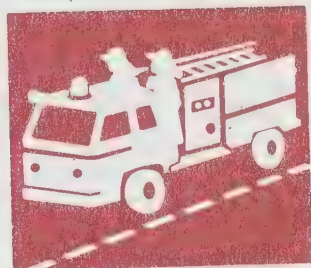
Nhiệm vụ chính của lực lượng cảnh sát đô thị là bảo vệ dân chúng và tài sản của họ, lùng bắt những kẻ phạm tội, và giữ trật tự trong cộng đồng. Ở các đô thị lớn hơn lực lượng cảnh sát có thể cũng cung cấp phục vụ giúp đỡ những người trẻ tuổi và giúp dân chúng ngăn chặn tội ác ngay trong khu láng giềng của họ.

Nếu Bạn Cần Sự Giúp Đỡ

Số điện thoại cho cảnh sát là ở phần đầu của cuốn sổ điện thoại niên giám của bạn. Bạn nên giữ số này gần điện thoại. Nếu bạn cần giúp đỡ, hãy gọi và trình tên, nơi bạn đang ở, và tại sao bạn gọi.

CỨU HỎA

Từng đô thị quyết định nó sẽ cung cấp cứu hỏa ra sao. Phần lớn các đô thị lớn có bộ phận cứu hỏa làm việc toàn thời gian. Một số khác chia xẻ bộ phận với đô thị khác. Rất nhiều đô thị nhỏ hơn có lính cứu hỏa tự nguyện.



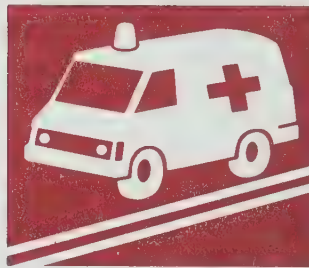
Nếu nhà bạn bị cháy và bạn không thể dập tắt kịp được, hãy rời khỏi nhà ngay lập tức. Dùng điện thoại gần nhất để gọi bộ phận cứu hỏa và nói với họ rằng hiện đang cháy ở đâu. Trạm cứu hỏa gần nhất sẽ gửi lính và dụng cụ chữa lửa tới để dập tắt ngọn lửa.

Bộ phận cứu hỏa cũng có thể cung cấp phục vụ như kiểm tra, huấn luyện dân chúng làm sao ngăn chặn hỏa hoạn, và giúp đỡ những người đã từng bị tai nạn.

AMBULANCE SERVICES

Many larger municipalities have their own ambulance service. The cost may be partly covered under Ontario Health Insurance.

Check the front of your telephone book to see what services are available in your municipality. If someone needs emergency help and you cannot get to a hospital, call the ambulance service.



DIAL 911

In some parts of the province you can call the police, the fire department, or an ambulance just by dialling 911 on your phone. Look in the front of your telephone book to see if you can do this in your area.



TRANSPORTATION SERVICES

Public Transportation

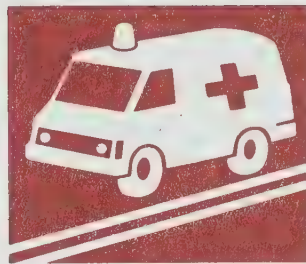
Public transportation in Ontario includes service by train, subway, streetcar, bus, and, in some areas, air. Bus service, which is the most common form of public transportation, is provided in most urban areas.



CỨU THƯƠNG

Nhiều đô thị lớn có phục vụ cứu thương riêng. Bảo Hiểm Y Tế Ontario có thể trả một phần phí tổn.

Coi lại phần đầu cuốn sổ điện thoại niên giám để biết xem những phục vụ nào đã có trong đô thị của bạn. Nếu ai đó cần sự giúp đỡ khẩn cấp và bạn không thể đi tới bệnh viện, hãy gọi phục vụ cứu thương.



QUAY SỐ 911

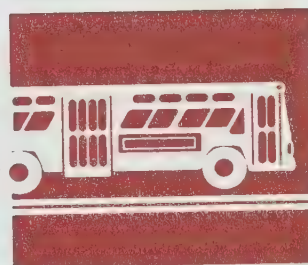
Ở một số vùng trong tỉnh bang bạn có thể gọi cảnh sát, bộ phận cứu hỏa, lẫn cứu thương chỉ bằng cách quay số 911 ở máy điện thoại. Hãy coi lại điện thoại niên giám để xem bạn có thể làm vậy ở khu bạn ở hay không.



PHỤC VỤ GIAO THÔNG

Giao Thông Công Cộng

Giao thông công cộng ở Ontario bao gồm các phục vụ bằng xe lửa, xe điện ngầm, xe điện, xe buýt, và, ở một số nơi, máy bay. Phục vụ xe buýt, là loại thông thường nhất trong hệ thống giao thông công cộng, sẵn có ở hầu hết các khu vực thành thị.



To travel within a municipality you must have a ticket, a pass, or cash. Some municipalities sell tickets on the bus. In others, you can buy tickets only at stations and at some stores. Without a ticket or a pass, you must give the driver the exact fare in cash; the driver will not give you change. In many municipalities senior citizens, children, and students who have a special pass can travel for a lower fare.

There is normally a set fare for each trip, no matter how far you go. If you have to change from one vehicle to another, ask for a transfer when you first pay your fare. You can use it to change without paying again.

Many public transit offices provide maps that show all of their bus and other routes. You can also phone the public transit office for information about bus routes and times.

If you are travelling on inter-city public transit, from one city to another, the fare will be higher as you go further.

Metro Toronto

In Metro Toronto you will find streetcars and a subway system as well as buses. You can buy tokens as well as tickets or a monthly pass, but only at a station or some stores.

Services for the Disabled

Many municipalities provide a special transportation service for people who have physical disabilities. You can call the local transit for more information.

GO Transit

GO (Government of Ontario) Transit is a bus and train service operated by the Ontario Government. It carries passengers between many of the municipalities in and around Metro Toronto. In many municipalities there are special fares for people who are using both GO Transit and the local transit system. Call your municipal transit office or the nearest GO Transit office for more information.

Để du lịch trong khu đô thị bạn cần phải có một tấm vé, một thẻ đi xe, hay tiền mặt. Một số đô thị bán vé ngay trên xe buýt. Một số khác, bạn chỉ có thể mua vé ở bến xe hoặc ở một số tiệm. Không có vé hoặc thẻ qua cửa, thì bạn phải mua vé trên xe bằng đúng số tiền mặt; tài xế sẽ không trả bạn số tiền lẻ nếu còn thừa. Ở nhiều đô thị các công dân cao niên, trẻ em, và học sinh có những thẻ đi xe đặc biệt thì có thể đi xe với giá vé rẻ hơn.

Giá vé thường là cố định cho từng chuyến đi, bất kể xa gần. Nếu bạn cần dời từ xe này qua xe kia, hãy xin một vé chuyển tiếp khi bạn trả tiền lần đầu tiên lúc mua vé. Bạn có thể dùng vé này đổi xe mà không cần phải trả thêm.

Rất nhiều văn phòng giao thông cung cấp bản đồ có vẽ tất cả các tuyến đường phục vụ của họ. Bạn cũng có thể gọi điện thoại tới văn phòng giao thông công cộng để hỏi thêm chi tiết về tuyến đường và thời gian xe buýt.

Nếu bạn du lịch trong hệ thống giao thông liên-thành, từ thành phố này tới thành phố khác, giá vé sẽ cao hơn khi bạn càng đi xa hơn.

Đô Thành Toronto

Ở đô thành Toronto bạn sẽ thấy xe điện và một hệ thống xe điện ngầm cũng như xe buýt. Bạn có thể mua vé kim loại (giống như một đồng xu nhỏ) cũng như vé hoặc vé tháng, nhưng chỉ có thể mua ở trạm xe hay một số tiệm.

Phục vụ cho những người Tàn Tật

Rất nhiều đô thị cung cấp một loại giao thông đặc biệt phục vụ cho những người bị tàn tật. Bạn có thể gọi giao thông địa phương để biết thêm chi tiết.

Giao Thông Xe Lửa

Hệ thống giao thông xe lửa là một loại giao thông phục vụ bằng xe buýt và xe lửa điều hành bởi chính phủ Ontario (GO). Nó chuyên chở hành khách giữa rất nhiều đô thị trong và xung quanh Đô Thành Toronto. Có những loại vé đặc biệt cho cả giao thông GO lẫn giao thông địa phương ở nhiều đô thị. Gọi cho văn phòng giao thông đô thị của bạn hay văn phòng giao thông GO gần nhất để biết thêm chi tiết.

PARKING

Many municipalities restrict parking on some streets. If you park your car where there is a "no parking" sign you may receive a fine or have your car towed away.



Many municipalities also have by-laws which say that vehicles may not be parked on residential streets over night. But where there is a shortage of parking you can sometimes apply for a permit that will let you park over night. Call your municipal office to find out about permit parking.

In commercial areas and on main streets you may find parking meters. When you park at a meter you will have to put in enough money to cover the time that you will be parked. The meter will show how long you can park and how much you will have to pay. You usually will not have to pay in the evenings or on Sundays.

If you get a parking ticket you will have to pay a fine. You can pay the fine at the address shown on the back of the ticket or sometimes at a bank, or you can ask for a trial if you feel that the ticket is unfair. You will not be able to renew the licence for your vehicle if you have fines that you have not paid.

Parking Permits for the Disabled

Ontario provides free permits that allow disabled drivers or passengers to park in special parking spaces. These spaces are marked with a picture of a wheelchair. The permits are portable and can be carried with you no matter what vehicle you use.

To ask for an application, call the nearest Driver and Vehicle Licence Office or Driver Examination Centre. Both are listed in the blue pages of your phone book under Government of Ontario - Transportation. Your application will have to be certified by a doctor.

ĐẬU XE

Rất nhiều đô thị hạn chế việc đậu xe hơi ở một số đường phố. Nếu bạn đậu xe của bạn ở chỗ có biển đề "cấm đậu" bạn có thể sẽ bị phạt hoặc bị kéo xe.



Rất nhiều đô thị cũng có những đạo luật nói rằng xe hơi không được đậu ở đường phố cư xá qua đêm. Nhưng ở những chỗ thiếu bãi đậu bạn có thể nộp đơn xin giấy phép để bạn có thể đậu xe qua đêm. Xin gọi cho văn phòng đô thị để biết thêm chi tiết về giấy phép đậu xe.

Ở những khu vực thương mại và ở các đường phố chính bạn có thể sẽ thấy những cọc thu tiền đậu xe. Khi bạn đậu xe bạn ở một cọc như vậy bạn sẽ phải bỏ đủ tiền xu vào máy để trả cho thời gian mà bạn đậu xe ở đó. Máy sẽ chỉ ra thời gian bạn có thể đậu và bạn phải trả bao nhiêu. Bạn thường sẽ không cần phải bỏ tiền buổi tối đêm hoặc vào những ngày Chủ Nhật.

Nếu bạn nhận được một giấy phạt đậu xe thì bạn phải trả tiền phạt. Bạn có thể trả tiền phạt tại địa chỉ ở đằng sau giấy phạt hoặc ở một nhà băng, hoặc bạn có thể xin xử lại nếu bạn cảm thấy rằng giấy phạt là không công bằng. Bạn sẽ không thể gia hạn giấy phép sử dụng xe hơi của bạn nếu bạn có những giấy phạt chưa trả hết.

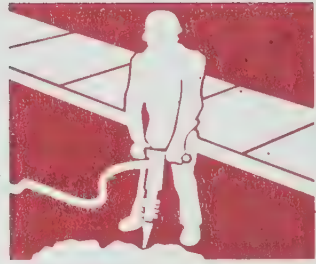
Giấy Phép Đậu Xe Cho Những Người Tàn Tật

Ontario có sẵn những giấy phép miễn phí cho phép những tài xế hay hành khách tàn tật được đậu ở một số bãi đậu đặc biệt. Những bãi này được vẽ rõ ràng bằng hình của một chiếc xe đẩy. Giấy phép loại này là có thể mang đi được và bạn có thể mang nó với bất cứ xe nào bạn dùng.

Để hỏi một đơn xin giấy phép, hãy gọi tới Văn Phòng Giấy phép Sử Dụng Cho Tài Xế và Xe Cộ gần nhất hoặc Trung Tâm Thi Bằng Lái Xe. Cả hai đều được liệt kê ở các trang màu xanh của cuốn sổ điện thoại niên giám dưới đầu đề Chính phủ Ontario - Giao Thông (Government of Ontario- Transportation). Đơn xin của bạn cần phải được chứng nhận bởi một vị bác sĩ.

ROAD AND SIDEWALK MAINTENANCE

The municipality is responsible for maintaining its roads and sidewalks. Maintenance includes cleaning, filling cracks and potholes, and repairing. If you notice an area of road or sidewalk that needs to be fixed, call the municipal office.



SNOW REMOVAL

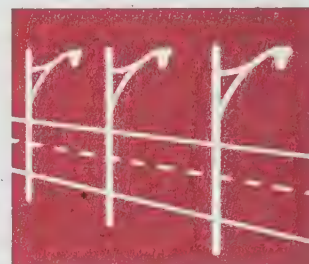
The municipality is also responsible for removing snow from public streets. Some municipalities will also clear snow from sidewalks, but most require owners or tenants to clear snow from sidewalks in front of their property.



Some municipalities will clear snow from sidewalks for senior citizens and people who are disabled. Call your municipal office to find out if it has this service.

STREET LIGHTING

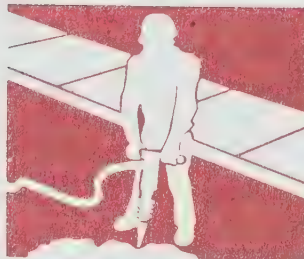
The local municipality or public utilities commission installs and maintains street lights. They should automatically turn on at dusk and turn off at dawn. Call your municipal office if you think that your neighbourhood needs more lighting or if you want to report a broken light.



BẢO DƯỠNG ĐƯỜNG XÁ VÀ LỐI ĐI BỘ

Đô thị chịu trách nhiệm về việc bảo dưỡng hệ thống đường xá và lối đi bộ của nó. Việc bảo dưỡng bao gồm sự làm sạch, lấp lại những lỗ hổng và nứt, và sửa chữa.

Nếu bạn nhận biết được một chỗ ở đường xá hay lối đi bộ cần phải sửa chữa, xin gọi tới văn phòng đô thị.



DỌN TUYẾT

Đô thị cũng chịu trách nhiệm về việc dọn tuyết ở những đường phố công cộng. Một số đô thị cũng sẽ dọn tuyết ở các lối đi bộ, nhưng phần lớn thì yêu cầu các chủ nhà hay người thuê nhà dọn tuyết ở lối đi bộ trước cửa nhà.



Một số đô thị sẽ dọn tuyết ở các lối đi bộ cho những công dân cao niên và những người tàn tật. Gọi cho văn phòng đô thị để hỏi xem nó có loại phục vụ đó không.

ÁNH SÁNG ĐƯỜNG PHỐ

Đô thị địa phương hay các ủy hội hữu dụng công cộng sẽ lắp ráp và bảo dưỡng các hệ thống ánh sáng đường phố. Các hệ thống này sẽ tự động phát sáng vào lúc tối trời và tắt đi vào lúc rạng sáng. Gọi cho văn phòng đô thị của bạn nếu bạn nghĩ rằng khu vực cư xá bạn ở cần thêm ánh sáng hoặc nếu bạn muốn báo cáo một bóng đèn bị hư.



GARBAGE COLLECTION AND DISPOSAL



Garbage Collection

Garbage collection is also a municipal responsibility. In most municipalities garbage is collected once or twice each week. Call your municipality to find out when garbage in your area is picked up.

On garbage day you should follow simple rules:

- put garbage in cans or plastic bags
- put the garbage as close to the street as possible without blocking the street or the sidewalk
- don't put the garbage out before 6:00 in the morning and remove the cans as soon as possible
- don't put paint and chemicals in the garbage; call your municipality for information on what to do with these items.

You should also call your municipality for information on collection of special items like leaves, furniture, or appliances.

Recycling

To reduce the garbage that must be collected and stored, many municipalities have a "blue box" program for recycling glass bottles and jars, cans, newspapers, and cardboard. A blue box filled with these materials can be left out once a week.

Burning Garbage

Burning garbage is not usually permitted. Call your fire department for information.

THU NHẬT VÀ PHÉC THẢI RÁC RỬI



Thu Nhật Rác Rưởi

Thu nhật rác rưởi cũng là một trách nhiệm của đô thị. Ở phần lớn các đô thị rác rưởi được thu nhật một hoặc hai lần một tuần. Gọi cho đô thị của bạn để tìm hiểu thêm khi nào thì có thu nhật rác ở khu bạn ở.

Vào ngày thu nhật rác bạn nên làm theo những quy luật đơn giản sau đây:

- * để rác vào những thùng hay túi rác bằng nhựa nỳ lông
- * Để rác càng gần đường phố càng tốt nhưng không cản vướng đường phố hay lối đi. bộ
- * đừng để rác ra trước 6:00 giờ sáng và dẹp bỏ các thùng càng sớm càng tốt
- * đừng để sơn và những chất hóa học vào chung với rác rưởi; Hãy gọi đô thị của bạn để biết chi tiết về cách xử lý những thứ này.

Bạn cũng nên gọi cho đô thị để biết thêm chi tiết về việc thu nhật những thứ đặc biệt như lá cây, đồ đạc, hoặc các máy giặt sấy.

Tái Sản Dụng

Để giảm số rác rưởi cần phải thu nhật và tồn chứa, nhiều đô thị có chương trình "hộp xanh" ("blue box") để chứa đựng những thứ có thể tái sản xuất và xử dụng lại như chai lọ thủy tinh và bình, hộp sắt, giấy báo, và bìa giấy. Một thùng xanh chất đầy những chất liệu này có thể để ra cho thu nhật một lần một tuần.

Đốt Rác

Đốt cháy rác rưởi thường là không được phép. Gọi cho bộ phận cứu hỏa của bạn để biết thêm chi tiết.

RECREATION AND CULTURE

Residents in most municipalities can enjoy a lot of programs and special events like sports, games, dances, and other social activities. They are usually offered in parks, schools, and community centres. Many are free, but some may charge a small fee.



Most municipalities provide parks; most are small with a grass playing area and playgrounds for children, but many are larger with picnic areas, nature trails, and large open spaces.

Community groups often need volunteers to help with these activities. If you would like to get involved, or want some more information about recreation programs or parks, call your municipal office.

Libraries

Most municipalities also have libraries where you can borrow books for 2 or 3 weeks. Many also lend records, films, and magazines and often have materials in other languages.

To become a member, visit your local library and ask for a card. There is no charge to join, but you may be asked for some identification.

For more information call your public library. The number will be listed in the white pages of the telephone book under "Public Library" or under the name of your municipality.

GIẢI TRÍ VÀ VĂN HÓA



Dân cư ở hầu hết các đô thị đều có thể hưởng rất nhiều chương trình và những sự kiện đặc biệt như thể thao, các trò chơi, khiêu vũ, và các hoạt động xã hội khác. Những thứ này thường được tổ chức ở các công viên, trường học, và các trung tâm cộng đồng. Rất nhiều chương trình là miễn phí, nhưng một số có thể yêu cầu một số lệ phí nhỏ.

Nhiều đô thị cung cấp công viên; phần lớn là nhỏ với các sân chơi trái cỏ và các sân chơi cho trẻ em, nhưng phần nhiều là lớn với các khu vực vui chơi gia đình ngoài trời (picnic), các dải đường thiên nhiên, và những khu vực rộng và quang đãng.

Các nhóm cộng đồng thường cần các nhân viên tự nguyện để giúp đỡ thêm cho những hoạt động này. Nếu bạn muốn tham gia, hoặc muốn thêm chi tiết về các chương trình giải trí hoặc các công viên, hãy gọi cho văn phòng đô thị của bạn.

Thư Viện

Phần lớn các đô thị cũng có các thư viện là nơi mà bạn có thể mượn sách cho 2 hoặc 3 tuần lễ. Nhiều thư viện có cho mượn đĩa hát, phim, và tạp chí và thường có tài liệu viết bằng các ngôn ngữ khác.

Để trở thành một thành viên, hãy viếng thăm thư viện địa phương và hỏi xin một tấm thẻ. Sự đăng ký này là miễn phí, nhưng bạn có thể được hỏi một số chứng minh cá nhân.

Để biết thêm chi tiết hãy gọi thư viện địa phương của bạn. Số điện thoại sẽ được liệt kê trong các trang màu trắng ở cuốn sổ điện thoại niên giám dưới đầu đề "Thư Viện Công Cộng" ("Public Library") hoặc dưới tên của đô thị của bạn.

SOCIAL SERVICES

Local government provides many services for those who need help.



General Welfare Assistance

A person may be able to get temporary financial help if he or she:

- is unemployed and looking for work,
- can't work because of illness or disability,
- is a single parent,
- is elderly,
- is a foster child,
- is going to school, or is taking a training program, and has no other means of support.

The amount of assistance given will depend on the person's income and expenses, the size of the family, and the ages of any children.

General Welfare Assistance (GWA) is for basic living costs like food, clothes, shelter, or for other needs like special food for a diet.

Everyone who gets GWA also receives a drug benefit plan and full medical coverage under Ontario Health Insurance.

A person can be getting other types of assistance or income and still be able to get General Welfare Assistance.

Special Assistance and Supplementary Aid

Special Assistance provides certain items, services, and payments to people who have low or fixed incomes and require extra help. People who need this help may already be getting other kinds of assistance, like workers' compensation or unemployment insurance, or may even be working.

To cover special needs, Supplementary Aid is provided to people getting other help like Family Benefits, Old Age Security, Vocational Rehabilitation Service Allowances, Guaranteed Annual Income Supplement (GAINS) Allowances, or Canada Pension. This help is usually given only once for some special need whose cost is higher than the person's income.

CÁC PHỤC VỤ XÃ HỘI

Chính phủ địa phương cung cấp rất nhiều phục vụ cho những người cần sự giúp đỡ.

Cứu Tế Xã Hội Thông Thường

Một người có thể được hưởng tiền trợ cấp tạm thời nếu anh ta hoặc cô ta là:



- * đang thất nghiệp và đang tìm việc làm,
- * không thể làm việc vì bệnh hoạn hay tàn tật,
- * góa bụa và đang nuôi con,
- * cao niên,
- * một trẻ mồ côi và đang được người khác nuôi dưỡng,
- * đang đi học, hoặc đang theo học một chương trình nâng cao tay nghề, và đang không có bất cứ phương cách tự nuôi sống nào.

Số tiền giúp đỡ sẽ tùy theo mức lợi tức và tiêu thụ của người được hưởng, cỡ lớn nhỏ của gia đình, và số tuổi của bất cứ con cái nào. Cứu Tế Xã Hội Thông Thường (GWA) chỉ dành riêng cho sự chi tiêu tối thiểu như thức ăn, đồ mặc, tiền nhà, hoặc cho những nhu cầu khác như thức ăn kiêng cử đặc biệt. Tất cả mọi người nhận được GWA cũng đều nhận được một chương trình trợ cấp thuốc men và toàn bộ quyền lợi bảo hiểm sức khỏe dưới chương trình Bảo Hiểm Sức Khỏe Ontario.

Một người có thể nhận được những loại trợ cấp khác hoặc lợi tức và vẫn có thể hưởng Cứu Tế Xã Hội Thông Thường.

Trợ Cấp Đặc Biệt Và Trợ Giúp Bổ Sung

Trợ Cấp Đặc Biệt cung cấp những thứ định sẵn, phục vụ, và tiền bạc cho những người có thu nhập ít hoặc thu nhập cố định và cần giúp đỡ thêm. Những người cần loại giúp đỡ này có thể đã nhận được những loại giúp đỡ khác, như tiền bồi thường công việc hoặc tiền thất nghiệp, hoặc có thể thậm chí còn đang đi làm.

Để trang trải những nhu cầu đặc biệt, Trợ Giúp Bổ Sung được cung cấp tới những người được giúp đỡ khác như Lợi Tức Gia Đình, Bảo Hiểm Cao Niên, Phụ Cấp Hồi Phục Nghề Nghiệp, Phụ Cấp Bảo Đảm Bổ Sung Thu Nhập Hàng Năm (GAINS), hoặc Tiền Hưu Trí Canada. Sự giúp đỡ loại này thường chỉ cấp một lần và dành riêng cho những nhu cầu đặc biệt khi phí tổn là cao hơn lợi tức của người hưởng.

Municipalities may give special assistance or supplementary aid for such things as:

- moving or transportation costs,
- personal needs, like newspapers or candy, for those in nursing homes,
- surgical supplies and prosthetic devices,
- dental or optical services, including eyeglasses,
- vocational training.

Other Financial and Employment Assistance

Many municipalities offer other services like:

- counselling in family matters or child support,
- assisting with home management, including child care, shopping, planning and preparing meals, and budgeting,
- helping to find jobs by counselling, training in how to find a job, giving information on job opportunities, and giving child care support,
- special counselling for unemployed young people,
- providing nursing services at home,
- paying for or helping to pay for “visiting homemakers” to assist people who are elderly, disabled, ill, or recovering from illness.

Call your municipal office to find out if any of these services are available.

Child Care

If you leave your children at home you must provide a babysitter. If you can't find one, leave your children with a friend or neighbour. In an emergency your local private home child care agency may be able to help you.

If you are a single parent, or both parents work, you may need a child care centre or private home child care for your children.

If you can't pay the full child care fee, your municipality may be able to help. Subsidized child care spaces are limited, so there may be a waiting list, and not all municipalities provide subsidies. No help is given for the cost of a babysitter.

Các đô thị có thể cấp những sự giúp đỡ đặc biệt hay bổ sung cho những thứ như:

- * phí tổn di chuyển hay giao thông,
- * cần thiết cá nhân, như báo chí hoặc kéo, cho những người ở các viện điều dưỡng,
- * dụng cụ mổ sẻ và các bộ phận nhân tạo cho cơ thể,
- * phục vụ răng lợi hoặc mắt, kể cả mắt kiếng,
- * huấn luyện phục hồi nghề nghiệp.

Những Giúp Đỡ Về Tài Chánh và Công Việc Làm Khác

Rất nhiều đô thị cung cấp các phục vụ khác như:

- * tư vấn về các vấn đề gia đình hay nuôi dưỡng trẻ em,
- * giúp đỡ về quản lý gia đình, bao gồm trông coi trẻ em, mua sắm, đặt kế hoạch và chuẩn bị bữa ăn, và ngân sách chi tiêu,
- * giúp đỡ tìm việc làm qua sự tư vấn, huấn luyện cách tìm việc ra sao, cung cấp tin tức về các cơ hội có việc làm, và cung cấp sự giúp đỡ về việc giữ trẻ,
- * tư vấn đặc biệt cho lực lượng thất nghiệp trẻ tuổi,
- * cung cấp phục vụ điều dưỡng tại tư gia,
- * trang trải cho hoặc giúp đỡ trang trải cho "sự thăm viếng nội trợ" để giúp đỡ những người lớn tuổi, tàn tật, bệnh hoạn, hoặc đang hồi phục từ bệnh hoạn.

Hãy gọi cho văn phòng đô thị để xem những phục vụ loại này có còn được cung cấp hay không.

Trông Coi Trẻ Em

Nếu bạn để con cái bạn ở nhà thì bạn cần phải có một người giữ trẻ. Nếu bạn không thể tìm được ai, hãy để con cái bạn với một người bạn hay ở lán riêng. Trong trường hợp cấp cứu thì ủy hội trông trẻ tư nhân địa phương có thể giúp đỡ bạn.

Nếu bạn là một người góa bụa, hoặc cả hai cha mẹ đều đi làm, bạn có thể cần một trung tâm giữ trẻ hoặc một nhà giữ trẻ tư nhân cho con cái bạn.

Nếu bạn không thể trả toàn bộ phí tổn giữ trẻ, đô thị của bạn có thể sẽ giúp được bạn. Các chỗ giữ trẻ thuộc chương trình trợ cấp là rất giới hạn, cho nên có thể có danh sách chờ đợi, và không phải tất cả các đô thị đều có chương trình trợ cấp giữ trẻ. Sẽ không có giúp đỡ về phí tổn cho những việc muốn người giữ trẻ.

For information about child care centres or for help with child care fees, call your municipality or your local community information centre.

Children's Aid Societies

A children's aid society (CAS) has two main functions. It looks after children who need protection and it helps families who need help to raise their children. The services of a CAS include:

- counselling and education to help prevent the break-up of a family,
- protecting children from abuse or distress,
- helping mothers-to-be who are on their own,
- providing foster homes for children who need temporary or long-term placement,
- helping families with adoptions.

Your local children's aid society is listed in the white pages of your phone book.

Services for the Elderly

Many municipalities also provide services for the elderly, including:

- people who will come to provide meals or nursing or house keeping help to elderly people who live at home,
- centres that offer social, recreational, and other activities for seniors, giving them the chance to mix with others and to feel like part of their community,
- homes for the aged.

Different kinds of homes for the aged may be available. Some are residential only, while others offer extended health care for seniors who can't remain at home.

The homes for the aged charge a fee for accommodation, meals, and services, but medical care is provided under Ontario Health Insurance. Financial help is given to those who need it. People are admitted to a home for the aged on a "first come, first served" basis, and there may be a waiting list.

Call your municipality or your local community information centre for more information.

Để biết tin tức về các trung tâm giữ trẻ hoặc cần giúp đỡ cho phí tổn giữ trẻ, xin gọi cho đô thị của bạn hoặc trung tâm thông tin cộng đồng địa phương.

Các Hội Trợ Giúp Trẻ Em

Một hội trợ giúp trẻ em (CAS) có hai khả năng. Nó trông coi những trẻ em cần sự bảo vệ và nó giúp đỡ những gia đình cần sự giúp đỡ để nuôi dưỡng con em họ. Các phục vụ của CAS bao gồm:

- * tư vấn và huấn luyện để giúp đỡ ngăn chặn sự đổ vỡ của một gia đình,
- * bảo vệ trẻ em khỏi những ngược đãi và sự phiền nhiễu,
- * giúp đỡ những bà mẹ tương lai cô đơn,
- * cung cấp những viện nuôi dưỡng cho trẻ em cần thiết những nơi ở tạm thời hay dài hạn,
- * giúp đỡ các gia đình nuôi trẻ mồ côi.

Hội trợ giúp trẻ em của bạn được liệt kê ở các trang màu trắng của cuốn sổ điện thoại niên giám.

Các Phục Vụ Cho Những Người Cao Niên

Nhiều đô thị cũng cung cấp những phục vụ cho những người cao niên, bao gồm:

- * những người đến để cung cấp bữa ăn hoặc điều dưỡng hoặc giúp đỡ thu dọn đồ đạc cho những người cao niên đang ở gia cư của họ,
- * các trung tâm cung cấp các hoạt động xã hội, giải trí, và các hoạt động khác cho những người già, cho họ cơ hội để hòa đồng với những người khác và cảm thấy họ là một phần của cộng đồng,
- * gia cư cho những người già.

Có thể có các loại nhà khác nhau cho người già. Một số chỉ là gia cư, trong khi số khác có thêm những phục vụ trông coi sức khỏe cho những người già không thể ở nhà được.

Những gia cư cho những người già yêu cầu lệ phí để được ở, các bữa ăn, và những phục vụ, nhưng những phục vụ về y tế thì được cung cấp dưới chương trình Bảo Hiểm Sức Khỏe Ontario. Giúp đỡ về tài chánh được cấp cho những người cần sự giúp đỡ. Mọi người được chấp nhận vào ở trong một gia cư đều phải dựa trên sự "ưu tiên trước sau", và có thể có danh sách chờ đợi.

Gọi cho đô thị của bạn hay trung tâm cộng đồng địa phương của bạn để biết thêm chi tiết.

PUBLIC HEALTH SERVICES

Every family should have a family doctor to look after personal medical needs.

Public health units provide general health care in communities all over Ontario. The Ontario Ministry of Health sets the type and nature of health care services that must be provided, and municipalities and public health boards provide them.

One of the things that public health units do is teach people about good health. For example, they offer programs on preventing tobacco and drug use, as well as programs about good nutrition habits and the benefits of staying active.

Public health units are also responsible for public health inspections. This means that health inspectors do everything from checking places where food is handled, such as restaurants, to making sure that septic tanks are installed correctly.

Preventing and controlling communicable diseases is something else that the public health unit does. This means public health professionals immunize children against a variety of diseases and also run education campaigns for children and adults on sexually transmitted diseases and AIDS.



ANIMAL CONTROL

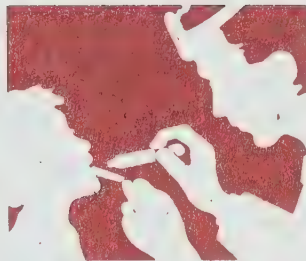
Municipalities are responsible for controlling animals and do so in many ways.

In most municipalities you must have a licence for your dog. When you buy the licence you will receive a tag that must be attached to the dog's collar.



PHỤC VỤ SỨC KHỎE CÔNG CỘNG

Tất cả mọi gia đình nên có một bác sĩ gia đình để trông coi các nhu cầu y tế cá nhân.



Các đơn vị y tế công cộng cung cấp các chăm sóc sức khỏe thông thường ở các đô thị toàn Ontario. Bộ Y Tế Ontario đặt ra những loại và tính chất của các chương trình chăm sóc sức khỏe cần phải có, và các đô thị và các ty y tế công cộng cung cấp các chương trình đó.

Một trong số các hoạt động của các đơn vị y tế công cộng là dạy dỗ dân chúng giữ gìn sức khỏe. Lấy ví dụ, họ có những chương trình giúp đỡ ngăn chặn nghiện thuốc lá và dùng thuốc có hại, cũng như những chương trình về thói quen dinh dưỡng tốt và những lợi điểm về việc luôn luôn là con người hoạt động.

Các đơn vị y tế công cộng cũng chịu trách nhiệm cho việc kiểm tra sức khỏe công cộng. Có nghĩa là những người kiểm tra sức khỏe làm tất cả các việc từ việc kiểm tra các nơi xử lý thức ăn, như các tiệm ăn, để bảo đảm các thùng nước cống do khuẩn nhiễm được lắp ráp đúng cách.

Ngăn chặn và khống chế các loại vi trùng truyền nhiễm là một số việc khác mà đơn vị y tế công cộng thường làm. Điều này có nghĩa là các chuyên viên y tế công cộng chích ngừa cho trẻ em chống lại một số vi trùng và cũng điều khiển các cuộc vận động phổ biến kiến thức cho trẻ em và người lớn về các loại vi trùng truyền nhiễm sinh lý và bệnh mất khả năng kháng sinh (AIDS).

KHỐNG CHẾ THÚ VẬT

Các đô thị chịu trách nhiệm khống chế các loại thú vật và làm việc này qua nhiều cách.

Ở phần lớn các đô thị bạn cần phải có một giấy phép cho con chó của bạn. Khi bạn mua giấy phép bạn sẽ nhận được một tấm thẻ cần thiết để buộc vào cổ của chó.



Many urban municipalities do not allow farm animals to be kept within the municipality. Most municipalities also will not allow "exotic" pets to be kept. Animals other than dogs, cats, birds, and rodents are called exotic.

Many municipalities will look after lost pets. They do this themselves or through the local Humane Society. If you need information about licences, have lost your pet, or see an animal which is being treated cruelly, call your municipality or the Humane Society.

If you are bitten by a dog, cat, or wild animal, get medical help right away.

LAND USE PLANNING

Municipalities in Ontario are growing and changing. They must plan for this growth. If we build new homes, do we have water and electricity? Where will children go to school? Where will people shop? Is there a noisy factory nearby that would disturb people? Would the buildings destroy a beautiful park or the best land for farming?



To deal with questions like these municipalities should have an official plan that describes how different areas of the municipality will be allowed to develop.

The Zoning By-law

To make sure that the official plan is followed, municipalities pass zoning by-laws. A zoning by-law divides the municipality into smaller areas called zones. The by-law says how the land in each zone can be used (for example, whether the land is industrial, commercial, or residential). It also says things like how high a building can be, how large it can be, and how far it must be from other buildings and the edge of the property.

Rất nhiều đô thị thuộc các vùng thành thị không cho phép các loại gia súc ở trong khu vực đô thị. Phần lớn các đô thị cũng sẽ không cho phép được giữ các thú vật ưa thích "hiếm có" trong nhà. Thú vật ngoại trừ chó, mèo, chim, và thú gặm nhấm đều được coi là hiếm có.

Rất nhiều đô thị sẽ trông coi việc thất lạc thú vật. Họ tự làm việc này hoặc qua Hội Nhân Đạo địa phương. Nếu bạn cần tin tức về các giấy phép, bị mất con thú của bạn, hoặc gặp một con thú bị hành hung, hãy gọi cho đô thị của bạn hoặc Hội Nhân Đạo.

Nếu bạn bị cắn bởi một con chó, mèo, hay thú dữ, hãy lập tức yêu cầu được chăm sóc y tế.

KẾ HOẠCH XỬ DỤNG ĐẤT ĐAI

Các đô thị ở Ontario hiện đang được thay đổi và phát triển. Họ cần phải đặt kế hoạch cho sự phát triển này. Nếu chúng ta xây thêm nhà mới, liệu chúng ta sẽ có nước và điện hay không? Con em chúng ta sẽ đi học ở đâu? Dân chúng sẽ mua sắm ở đâu? Liệu sẽ có một hãng xưởng công nghiệp ồn ào sẽ ảnh hưởng tới mọi người hay không? Liệu các tòa nhà sẽ phá hủy một công viên đẹp đẽ hoặc một miếng đất lý tưởng cho việc trồng trọt?



Để đối phó với những câu hỏi như vậy các đô thị nên có một kế hoạch chính thức diễn tả những khu vực nào của đô thị sẽ được phép phát triển.

Những Đạo Luật Phân Chia Khu Vực

Để bảo đảm cho kế hoạch chính thức được thực hiện, Các đô thị thông qua những đạo luật phân chia khu vực. Một đạo luật phân chia khu vực chia đô thị ra làm nhiều khu vực nhỏ gọi là khu vực. Đạo luật nói rõ đất đai ở từng khu vực sẽ được xử dụng ra sao (ví dụ, khu đất công nghiệp, thương mại, hay cư xá). Nó cũng nói những thứ như một tòa nhà sẽ được xây cao, lớn, và phải cách xa các tòa nhà khác và cách rìa mép của khu vực ra sao.

How Does the Zoning By-law Affect You?

A municipality does not allow development that does not agree with its zoning by-law. Before you build a house or anything else, you must make sure that it is allowed.

You should also check before you change a building or change its use. In many areas, for example, changing a single-family house into a duplex or a commercial building will not be allowed.

Call your municipality if you want to know the zoning in your area or if you need any other information about building.

How Is a Zoning By-law Changed?

Property owners may apply to have the zoning on a property changed. The municipality will then let everyone else in the area know about the application and hold a public meeting to allow people to give their opinions on the change. Notice of the meeting is usually given by mail or in the local newspapers. Council may also want to discuss the change with its own staff or with other agencies.

If you are worried about a change that might affect you:

- find out exactly what the change will be,
- go to the public meeting and give your opinion,
- discuss the change with the municipal staff or with your councillor,
- write a letter to the municipality.

If you want to apply to change the zoning, discuss your plans with the municipal staff. They can tell you how to apply. Most municipalities charge a fee for an application.

After discussing the application and hearing everyone's opinion, council will let you know whether it has been approved, maybe with some changes, or rejected.

How Can You Appeal?

If council rejects your application, or if you don't agree with a change given to someone else, you can appeal to the Ontario Municipal Board (OMB). The OMB is a separate board that hears disputes about planning issues. If you make an appeal, the OMB will hold a public hearing where you can give your views. The OMB's decision is usually final.

Đạo Luật Phân Chia Khu Vực Ảnh Hưởng Tới Bạn Ra Sao?

Một đô thị không cho phép sự phát triển bất đồng với đạo luật phân chia khu vực của nó. Trước khi bạn xây một căn nhà hay bất cứ gì khác, bạn cần phải bảo đảm rằng việc đó là được phép.

Bạn cũng nên kiểm tra trước khi bạn thay đổi một tòa nhà hay thay đổi công dụng của nó. Có nhiều vấn đề, ví dụ, bạn sẽ không được phép thay đổi một ngôi nhà dành cho một gia đình thành một ngôi nhà dành cho hai gia đình hoặc một tòa nhà thương mại.

Gọi cho đô thị nếu bạn muốn biết thêm các tin tức khác về sự phân chia ở khu vực của bạn hoặc nếu bạn cần các tin tức khác về việc xây cất.

Các Đạo Luật Phân Chia Khu Vực Thay Đổi Ra Sao?

Các chủ đất có thể xin thay đổi sự phân chia trên một khu vực. Đô thị sẽ báo cho mọi người trong khu vực biết về sự thỉnh cầu này và mở một cuộc họp để mọi người có thể đưa ra ý kiến của họ về sự thay đổi này. Tin báo về cuộc họp thường được đưa qua thư hay qua báo chí. Hội đồng cũng có thể muốn bàn về sự thay đổi này riêng với nhân viên của họ hay với các chi nhánh khác.

Nếu bạn lo lắng về một sự thay đổi có ảnh hưởng tới bạn:

- * hãy tìm hiểu chính xác sự thay đổi như thế nào,
- * tìm tới cuộc họp công cộng và đưa ra ý kiến của bạn,
- * bàn luận sự thay đổi với nhân viên đô thị hay với nghị viên của bạn,
- * viết một lá thư tới đô thị.

Nếu bạn muốn xin được thay đổi sự phân chia, thảo luận kế hoạch của bạn với các nhân viên đô thị. Họ có thể nói với bạn cách xin ra sao. Phần lớn các đô thị sẽ yêu cầu một lệ phí cho một đơn xin.

Sau khi bàn luận đơn xin của bạn và nghe ý kiến mọi người, hội đồng sẽ báo cho bạn biết đơn của bạn có được chấp nhận hay không, với một số sửa đổi, hay bị từ chối.

Bạn Có Thể Kháng Cáo Ra Sao?

Nếu hội đồng từ chối đơn xin của bạn, hoặc nếu bạn không đồng ý với một sự thay đổi được cấp cho người khác, bạn có thể kháng cáo tới Hội Đồng Đô Thị Ontario (OMB). OMB là một ủy ban riêng biệt chuyên lắng nghe những sự phân tranh giữa các kế hoạch. Nếu bạn có một kháng cáo, OMB sẽ mở một cuộc xử công khai mà bạn có thể đưa ra lập trường của bạn. Quyết định của OMB thường là tối hậu.

To find out more about the OMB, call your municipality or call the OMB at (416) 598-2266, extension 213.

What If You Only Need a Minor Change?

If you want to build something that doesn't quite agree with the zoning by-law, like a house that is slightly bigger than allowed, you can apply for an "exemption". This is called a minor variance. If it is approved, you do not have to apply for a change to the by-law.

For a minor variance you must apply to the Committee of Adjustment. This committee is made up of citizens appointed by the local council. The committee will tell you when and where your application will be discussed and will invite you and anyone else who is interested to speak at the meeting.

If you want more information, call your municipality and ask for the secretary-treasurer of the committee of adjustment.

Land Severance

You might want to split (sever) your property into two or more pieces so that you can sell, lease, or mortgage part of it. Because dividing your property could affect your neighbours, as well as the municipality's ability to provide services, you must get approval first.

If you are only creating a few lots you will need a "consent", or "land severance", for each lot. If you want to divide your property into many lots you will have to submit a "plan of subdivision".

Call your municipality to find out how to apply for a consent or a subdivision.

Để biết thêm về OMB, gọi đô thị của bạn hoặc OMB tại số điện thoại (416) 598-2266, đường dây (extension) 213.

Còn khi Bạn Chỉ Cần Một Thay Đổi Nhỏ?

Nếu bạn muốn xây một thứ mà không hoàn toàn đúng với đạo luật phân chia khu vực, như một căn nhà hơi lớn hơn mức cho phép, bạn có thể xin một sự "miễn trừ". Cái này gọi là một thay đổi nhỏ. Nếu nó được chấp nhận, bạn không cần phải làm đơn xin thay lại đạo luật phân chia.

Cho những sự thay đổi nhỏ bạn phải làm đơn xin tới Ủy Ban Sửa Đổi. Ủy ban này được lập từ những công dân được chỉ định bởi hội đồng địa phương. Ủy ban này sẽ báo cho bạn biết khi nào và ở chỗ nào đơn của bạn sẽ được cứu xét và sẽ mời bạn và bất cứ ai muốn nói chuyện tại cuộc họp.

Nếu bạn muốn có thêm chi tiết, gọi cho đô thị của bạn và hỏi vị thư ký thủ quỹ của ủy ban sửa đổi.

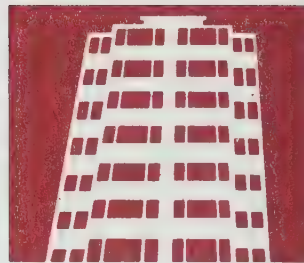
Chia Cắt Đất Đai

Bạn có thể muốn chia bất động sản (đất) của bạn ra thành hai hay nhiều miếng để rồi bạn có thể bán, cho thuê, hay cầm một phần để mượn tiền. Bởi vì sự chia đất của bạn có thể ảnh hưởng tới láng giềng của bạn, cũng như ảnh hưởng tới khả năng cung cấp phục vụ của đô thị, bạn cần phải được chấp nhận trước.

Nếu bạn chỉ làm thành một số lô đất bạn cần một sự "đồng ý", hay sự "chia đất" cho từng lô đất. Nếu bạn muốn chia đất của bạn ra thành nhiều lô bạn cần phải nộp một bản "kế hoạch phân bố".

Gọi cho đô thị của bạn để biết thêm về cách xin một sự đồng ý hay một phân bố.

BUILDING



Building Permits

If you wish to construct, renovate, or add to a building you must have a building permit from your municipality. These permits allow the municipality to control the types of buildings in the community and to ensure that buildings are safe and comply with the Ontario Building Code. The Building Code sets standards for the design of all building construction and renovations and for the materials that are used.

You must obtain a building permit before you:

- put up a new building or other structure on your property
- change, repair, or add to a building
- install heating, plumbing, air conditioning, or a fireplace
- put up a temporary building or a mobile home.

If you are thinking about any kind of construction, you should talk to the buildings staff in your municipality first. They will let you know whether you will need permits or any other approvals.

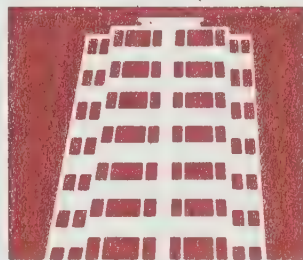
How to Apply for a Building Permit

You can get an application for a building permit from your municipality. When you apply you will have to attach sketches, drawings, plans, and other documents. You may also have to pay a fee for the application and for other services like a property survey or a hook-up to the municipal water supply. The municipality will let you know exactly what you have to do when you make your application.

After you have applied, a municipal building official will look at your plans to make sure that they comply with the Building Code and the municipality's zoning by-law. If they do, and you have paid all of the fees, the municipality must give you a permit. If your plans do not comply, the building official will tell you why not and will show you what you will have to do to correct the problem.

XÂY CẤT

Giấy Phép Xây Cất



Nếu bạn muốn xây cất, tân trang, hoặc thêm vào một căn nhà bạn cần phải có một giấy phép xây cất từ đô thị của bạn. Những giấy phép này cho phép đô thị không chế về loại nhà được xây cất trong đô thị và để bảo đảm những nhà này là an toàn và tuân theo Quy Tắc Xây Cất Nhà Ontario. Quy tắc này đặt ra tiêu chuẩn cho thiết kế của tất cả các vụ xây cất và tân trang và cho những loại vật liệu xây dựng nào được sử dụng.

Bạn cần phải lấy được giấy phép xây cất trước khi bạn:

- * cất lên một nhà mới hay các loại cơ cấu khác ở trên bất động sản của bạn
- * thay đổi, sửa chữa, hoặc thêm thắt vào một ngôi nhà
- * lắp ráp ống dẫn sưởi, ống nước, máy lạnh, hoặc một lò sưởi
- * cất lên một ngôi nhà tạm thời hay một ngôi nhà di động.

Nếu bạn đang có ý muốn về bất cứ loại xây cất nào, bạn nên nói chuyện với những chuyên viên xây cất ở đô thị trước. Họ sẽ cho bạn biết bạn có cần giấy phép hay các loại phê chuẩn khác hay không.

Làm Sao Để Xin Một Giấy Phép Xây Cất

Bạn có thể xin một giấy phép xây cất từ đô thị của bạn. Khi bạn làm đơn xin bạn sẽ phải gửi kèm theo các họa đồ, bản vẽ, và các loại văn kiện khác. Bạn cũng có thể phải trả lệ phí cho đơn xin và các loại phục vụ khác như vẽ địa đồ hoặc một sự ráp nối với hệ thống cung cấp nước của đô thị. Đô thị sẽ báo cho bạn biết chính xác những gì bạn cần phải làm một khi bạn nộp đơn.

Sau khi bạn nộp đơn, một viên chức xây cất đô thị sẽ xem xét kế hoạch của bạn để bảo đảm rằng nó tuân theo Quy Tắc Xây Cất và đạo luật phân chia khu vực đô thị. Nếu kế hoạch của bạn có tuân theo, và bạn cần phải trả tất cả các lệ phí, đô thị phải cấp cho bạn một giấy phép. Nếu kế hoạch không tuân theo, viên chức xây cất sẽ nói với bạn tại sao và sẽ chỉ cho bạn những gì bạn phải làm để sửa đổi.

Building Inspections

Building permits often list the kinds of inspections that will have to be done during construction. A building inspector will make sure that the work is being done in accordance with the Building Code, your permit, and the approved plans.

The inspector must always be able to see the work that is being checked. If the inspector finds that the work is different from the work that was approved, you will be told to correct it. If you don't, the municipality can take legal action.

The permit must always be shown in a window or a place where it can be easily seen by the inspector while work is going on. You must also keep copies of the plans where the work is being done and, if you make any changes to the plans, tell the municipality as soon as possible. These changes will also have to be approved.

Taking Down a Building

Before you take down a building or part of a building you must apply for a demolition permit. Your local building official can give you more information.

Property Standards By-laws

Many municipalities have a property standards by-law which says that, for health and safety reasons, all buildings must be kept in good repair and that all properties must be kept clear of debris.

If you are concerned about a building or property in your neighbourhood, call your municipality to find out if it has a property standards by-law and what the municipality can do to help you with the problem.

Signs, Awnings, Fences, and Hedges

Many municipalities have by-laws that control the hanging of awnings or canopies, the size and location of signs, and the height and location of fences and hedges. Call your municipality to find out about its controls if you are planning to install any of these.

Giám Sát Xây Dựng

Các giấy phép xây cất thường liệt kê các loại kiểm tra cần phải có trong khi xây dựng. Một viên thanh tra xây cất sẽ bảo đảm sự xây dựng làm theo quy tắc xây cất, giấy phép của bạn, và kế hoạch đã được chấp thuận.

Viên thanh tra cần phải luôn luôn theo dõi giám sát việc xây cất. Nếu viên thanh tra tìm thấy việc đang làm khác với cái đã được chấp thuận, bạn sẽ được lệnh chữa lại. Nếu bạn không chữa, đô thị có thể dùng tới luật pháp.

Giấy phép cần phải luôn được treo ở cửa sổ hay ở một nơi có thể nhìn thấy dễ dàng bởi viên thanh tra một khi công việc đang được khai triển. Bạn cũng cần phải giữ bản sao của kế hoạch tại chỗ xây cất, nếu bạn sửa đổi bất cứ cái gì, hãy báo cho đô thị càng sớm càng tốt. Những thay đổi này cũng cần phải được chấp thuận.

Phá Hủy Một Tòa Nhà

Trước khi bạn phá hủy một tòa nhà hay một phần của một tòa nhà bạn cần phải xin một giấy phép phá hủy. Viên chức xây cất địa phương của bạn có thể cho bạn biết thêm chi tiết.

Đạo Luật về Tiêu Chuẩn Nhà Ở

Rất nhiều đô thị có một đạo luật về tiêu chuẩn nhà ở nói rằng vì lý do sức khỏe và an toàn, tất cả các tòa nhà cần phải giữ ở mức độ sửa chữa tốt và tất cả các bất động sản phải lành lặn không thể dời ra từng mảnh.

Nếu bạn quan tâm tới một tòa nhà hay một bất động sản ở lảng riêng, hãy gọi cho đô thị để biết thêm là nó có một tiêu chuẩn hay không và những gì đô thị có thể làm để giúp đỡ bạn và vấn đề ấy.

Biển, Mái Hiên, Hàng Rào, và Bụi Rào

Rất nhiều đô thị có những đạo luật khống chế những việc treo những mái hiên hay tán lọng, kích thước và chỗ treo biển, và chiều cao và địa điểm của hàng rào và bụi rào. Gọi cho đô thị của bạn để biết thêm sự khống chế của nó nếu bạn chuẩn bị lắp ráp bất cứ thứ gì thuộc loại này.

If you and your neighbour are building a fence to separate your properties, you will normally share the cost. If you cannot agree on how to share it, you can ask your municipality to appoint a fence-viewer who will decide how to divide the cost. You must do this before you build the fence. Call the municipality for more information.

EDUCATION

Every person in Ontario who has the necessary qualifications to attend school has a right to free access to elementary and secondary education. Call your local school to find out what the qualifications are.



The law says that all children between 6 and 16 years old must go to school.

Elementary School

The school year usually starts in the first week of September and ends in the last week of June.

Elementary school has 8 grades. Many school boards also have senior kindergarten. It takes children who turn 5 before the end of December of that year. Some also have junior kindergarten, which takes children who turn 4 before the end of December. Call your local school board for information about kindergarten.

Any child whose 6th birthday comes before the first day of school must start grade one in September. Children who turn six after the first day of school but before December 31 may also start in September if their parents wish.

Secondary School

Secondary school offers a lot of different courses to prepare students for work or for further education.

Nếu bạn và láng giềng của bạn đang xây dựng một hàng rào để ngăn cách đất đai, bạn sẽ thường chia xẻ một phí tổn. Nếu bạn không đồng ý về cách chia, bạn có thể xin đô thị chỉ định một quan sát viên hàng rào là người sẽ quyết định về cách chia phí tổn. Bạn cần phải làm việc này trước khi bạn xây dựng hàng rào. Gọi cho đô thị để biết thêm chi tiết.

GIÁO DỤC

Tất cả mọi người ở Ontario có đủ tiêu chuẩn cần thiết để vào học đều có quyền đi học miễn phí tại trường tiểu học và trung học. Gọi trường học địa phương của bạn để biết thêm về những tiêu chuẩn này.



Luật lệ nói rằng tất cả trẻ em giữa 6 và 16 tuổi cần phải đi học.

Trường Tiểu Học

Niên học thường bắt đầu vào tuần lễ đầu tiên của tháng Chín và kết thúc vào tuần lễ cuối cùng của tháng Sáu.

Trường tiểu học có 8 cấp (lớp). Nhiều ty giáo dục cũng có mẫu giáo lớn tuổi. Nó nhận trẻ em vừa tới 5 tuổi trước ngày cuối của tháng Mười Hai trong năm đó. Một số khác cũng có mẫu giáo nhỏ tuổi, nhận trẻ em vừa tới 4 tuổi trước ngày cuối của tháng Mười Hai. Gọi ty giáo dục địa phương để biết thêm tin tức về mẫu giáo.

Bất cứ trẻ em nào mà ngày sinh thứ 6 tới trước ngày khai giảng cần phải bắt đầu lớp một vào tháng Chín. Trẻ em vừa tới sáu tuổi sau ngày khai giảng nhưng trước ngày 31 tháng Mười Hai cũng có thể bắt đầu vào tháng Chín nếu cha mẹ muốn.

Trường Trung Học

Trường trung học cung cấp nhiều môn học khác nhau để chuẩn bị cho học sinh ra đi làm hay học lên cao.

If students who are older than 16 cannot go to school full-time, they may be able to finish their secondary school education in a number of ways, including going to classes part-time or by correspondence. Call your local secondary school for more information.

Enrolling Your Child in School

To enrol your child in school, watch for a notice about registration day in your local paper. Registration day is usually in the spring. You can also call your local school board to get the date.

To register your child in school, go to your local school and take with you:

- your child's birth certificate or passport,
- some proof of your child's immigration status, if needed,
- your child's immunization documents.

To register your child in a Roman Catholic separate school, you will also have to give proof that your school taxes go to the separate school board and may have to provide a baptismal certificate.

If you miss registration day or come to Ontario in the middle of the school year, call your local school board as soon as possible. You can also call the school board or the principal of your local school if you need any other information.

School Bus Service

Call your local school or school board to find out if there is a school bus service in your area.

Language Instruction

English and French are the languages of instruction in Ontario classrooms.

Some English-language schools offer extended or immersion French programs that allow students who are not francophones to take some or all of their classes in French.

Many schools have special programs for children who need to learn English. Elementary schools may also have heritage language programs that allow children to learn their own or other languages outside of normal school hours.

Nếu các học sinh lớn hơn 16 tuổi không thể đi học toàn thời gian, họ có thể kết thúc trung học qua nhiều cách kể cả đi học bán thời gian (part-time) hoặc bằng thư từ (correspondence). Gọi cho trường trung học địa phương để biết thêm chi tiết.

Đăng Ký Đi Học Cho Con Em Bạn

Để đăng ký cho con em bạn vào học, hãy để ý thông báo về ngày đăng ký trong báo chí địa phương. Ngày đăng ký thường là vào mùa xuân. Bạn cũng có thể gọi cho ty giáo dục địa phương để biết về ngày này.

Để đăng ký cho con em bạn vào học, hãy đi tới trường học địa phương và mang theo người:

- * giấy khai sinh hay hộ chiếu của con em bạn,
- * một số chứng nhận về tình trạng di dân định cư của con em bạn, nếu cần,
- * văn kiện chính ngửa của con em bạn.

Để đăng ký cho con em bạn vào một trường Thiên Chúa Giáo riêng biệt, bạn cũng cần phải có chứng nhận rằng thuế trường học của bạn sẽ được trả tới ty riêng biệt và có thể phải cung cấp một giấy chứng nhận rửa tội.

Nếu bạn bỏ quên ngày đăng ký hoặc đến Ontario vào giữa niên học, xin gọi cho ty giáo dục địa phương càng sớm càng tốt. Bạn cũng có thể gọi cho hội đồng nhà trường hay hiệu trưởng của trường học địa phương nếu bạn cần bất cứ tin tức nào khác.

Phục Vụ Xe Buýt Trường Học

Xin gọi cho trường học địa phương để biết xem có phục vụ xe buýt ở khu bạn ở hay không.

Ngôn ngữ Dạy Ở Trường

Tiếng Anh và tiếng Pháp là các ngôn ngữ dạy ở các phòng học ở Ontario.

Một số trường tiếng Anh cung cấp các chương trình tiếng Pháp kéo dài hay tiên tiến cho phép những học sinh không phải nói tiếng Pháp học một số hay tất cả các môn học của họ bằng tiếng Pháp.

Rất nhiều trường có những chương trình đặc biệt cho trẻ em cần học tiếng Anh. Các trường tiểu học cũng có những chương trình thừa kế ngôn ngữ cho phép trẻ em học tiếng mẹ đẻ hoặc các thứ tiếng khác ngoài giờ học.

Special Programs

Many school boards also offer programs for exceptional children and for children with physical or mental disabilities. Call your local school board to find out about special programs that are available in your area.

Adult Education

Most school boards, universities, and community colleges give courses for adults. The courses are given during the day and during the evening to meet the needs of adults. Information on adult education will often come in the mail, but you can call the local school board, university, or community college, if you need any information.

ELECTRICITY

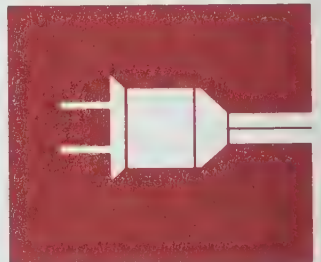
Your Electricity Bill

If you pay for your electricity directly, and not through your rent, you will receive a bill from your public utilities commission (usually called a PUC) or your municipality. The bill will usually be for two months and will cover the actual amount of electricity that you used during that time.

In some municipalities, the public utilities bill might also include charges for using water or sewer services.

Advice on Saving Energy

Every time you use electricity it costs you money, but there are many ways to reduce the amount of energy you use. Your public utilities commission can give you information on how to use less electricity and save money. It can also give you information on how to keep your home warmer in the winter and save on heating bills.



Các Chương Trình Đặc Biệt

Rất nhiều ty giáo dục cung cấp các chương trình cho những trẻ em ngoại hạng và trẻ em bị tàn phế cơ thể hay thần kinh. Gọi ty giáo dục địa phương của bạn để biết về các chương trình đặc biệt có sẵn ở khu vực của bạn.

Giáo Dục Người Lớn

Phần lớn các ty giáo dục, trường đại học, và cao đẳng công cộng cung cấp các môn học cho người lớn. Các môn học được dạy vào ban ngày và buổi tối để đáp ứng nhu cầu của người lớn. Tin tức về giáo dục người lớn sẽ thường đến với bạn qua thư, nhưng bạn có thể gọi ty giáo dục địa phương, đại học, hay cao đẳng công cộng, nếu bạn cần bất cứ tin tức gì.

ĐIỆN LỰC

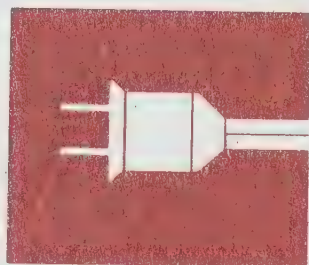
Hóa Đơn Tiền Điện Của Bạn

Nếu bạn trả tiền điện trực tiếp, và không qua tiền thuê nhà, bạn sẽ nhận được một tờ hóa đơn từ ủy hội hữu dụng công cộng (thường gọi là một PUC) hoặc đô thị của bạn. Tờ hóa đơn sẽ thường cách hai tháng đến một lần và sẽ bao gồm mức điện bạn đã dùng thực sự trong thời gian đó.

Ở một số đô thị, hóa đơn hữu dụng công cộng có thể bao gồm cả tiền nước và tiền phục vụ cống nước.

Lời Khuyên về Cách Tiết Kiệm Điện

Bất cứ lúc nào bạn dùng điện bạn sẽ phải trả tiền, nhưng có nhiều cách để giảm số lượng điện bạn dùng. Ủy hội hữu dụng công cộng của bạn có thể đưa cho bạn tài liệu về cách dùng ít điện và tiết kiệm tiền. Nó cũng có thể đưa cho bạn tài liệu về cách giữ nước nóng của bạn nóng hơn trong mùa đông và tiết kiệm tiền sưởi ấm.



For more information on electrical services, or on how to save energy, call the public utilities commission. It will be listed in the white pages of your phone book under the name of your municipality's PUC or hydro-electric commission.

WATER AND SEWER SERVICES

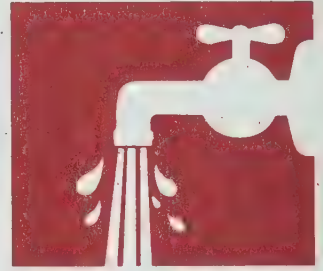
In most urban areas, municipalities purify and distribute water and provide sewer services. In rural areas people use wells and septic tanks for which they are responsible.

In many places you will be charged for water based on the amount of water that your water meter says you have used. In other areas there are no meters and everyone pays a fixed amount. You may also be charged a "sewer surcharge" for sewer services.

If your meters are located on the outside of your house, you must make sure that they can be clearly read. If the meters are inside, the meter readers will have to get in to read them. Make sure that they show you proper identification before you let them in.

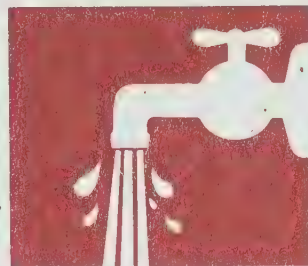
If you are not at home, the meter reader may leave you a card that you can fill in and mail. In some municipalities you can also phone in the readings.

Municipalities collect these charges in different ways. Some send separate bills, some may include sewer charges in your tax bill, and some may include water and electricity on the same bill.



Để thêm tin tức về các phục vụ điện, hoặc cách tiết kiệm năng lượng, xin gọi cho ủy hội hữu dụng cộng đồng. Nó sẽ được liệt kê ở các trang màu trắng của cuốn sổ điện niên giám của bạn dưới tên PUC của đô thị hay ủy hội điện nước.

NƯỚC NGỌT VÀ NƯỚC CỐNG



Ở phần lớn các khu thành thị, các đô thị lọc và phân phát nước và cung cấp các phục vụ về cống nước. Ở các vùng thôn quê dân chúng dùng giếng và thùng chứa nước cống là những cái mà họ chịu trách nhiệm.

Ở rất nhiều nơi bạn sẽ phải trả cho số nước bạn dùng dựa theo số lượng nước mà đồng hồ đo nước của bạn chỉ ra. Một số nơi khác không có đồng hồ đo nước và mọi người trả một số tiền cố định. Bạn cũng có thể phải trả một "lệ phí cống nước" cho các phục vụ cống nước.

Nếu đồng hồ đo nước của bạn được đặt ở ngoài nhà của bạn, bạn phải bảo đảm có thể đọc được nó một cách dễ dàng. Nếu đồng hồ đo nước được đặt ở trong, viên chức đọc mức nước phải đi vào nhà. hãy buộc họ trình giấy chứng minh cho bạn trước khi để họ vào nhà.

Nếu bạn không có nhà, viên chức đọc mức nước sẽ để lại một tấm giấy để bạn có thể điền vào gửi qua thư. Ở một số đô thị bạn có thể điện thoại và nói mức nước của bạn cho họ hay.

Các đô thị thu những thứ tiền này theo nhiều cách khác nhau. Một số gửi các hóa đơn riêng biệt, và một số gộp tiền nước và tiền điện vào chung một hóa đơn.

WHERE TO FIND OUT MORE

If you want more information on any municipal service, or on how to participate in local government, call your municipality. The telephone number will be in the blue pages of your phone book.

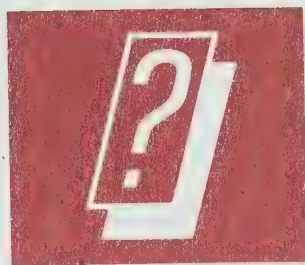
If you have a question about a particular service, call the department that provides the service. If you don't know where to call, contact the municipal clerk. He or she will be able to answer your question or to tell you where to call.

Many municipalities publish a directory that gives information on the municipality, the services it provides, and the numbers to call. In some larger municipalities the directory is available in many languages. Ask the municipal clerk if your municipality has a directory.



HỎI CÁC TIN TỨC Ở ĐÂU

Nếu bạn muốn biết thêm tin tức về bất cứ phục vụ nào của đô thị, hay về cách tham gia vào một chính phủ địa phương, xin gọi tới đô thị của bạn. Số điện thoại sẽ được liệt kê ở các trang màu xanh của cuốn sổ điện thoại niên giám của bạn.



Nếu bạn có một câu hỏi về một phục vụ nào đó, xin gọi tới bộ phận cung cấp loại phục vụ đó. Nếu bạn không biết gọi đi đâu, thì hãy liên lạc với thư ký đô thị. Ông ta hay bà ta sẽ có thể trả lời câu hỏi của bạn hoặc nói cho bạn biết nên gọi đi đâu.

Rất nhiều đô thị xuất bản một danh sách ghi chép các tin tức của đô thị, những phục vụ mà nó cung cấp, và các số điện thoại. Ở một số đô thị lớn hơn danh sách này có sẵn với nhiều ngôn ngữ. Hội thư ký đô thị của bạn nếu đô thị có một danh sách như vậy.

SOME DEFINITIONS

Alderman:	See "councillor"
Area Municipality:	A local municipality within a regional municipality
Assessment Roll:	A record of the assessed value of each property in a municipality
At-Large Election:	The election system in which candidates are elected by all the electors in the municipality
Board of Education:	See "school board"
Building Permit:	Formal, written permission to begin construction or renovation of a building
By-law:	A law passed by a municipality that has effect only within that municipality
City:	A municipality that normally has more than 15,000 people and, if in a county, normally is not part of the county for municipal purposes
Committee of Adjustment:	A committee of citizens who are appointed by the local council to deal with requests for minor exemptions from the municipality's zoning by-law standards
Councillor:	A member of the municipal council, sometimes called an alderman, elected to represent the interests of the citizens in the municipality; councillors may be elected at large or by ward
County:	An upper level of municipal government, usually in rural areas, which provides services to the local municipalities within its boundaries (in most counties, cities are not part of a county)
General Welfare Assistance:	An income support program that provides financial help to people who have no other financial support
Hydro-Electric Commission:	A public utilities commission (PUC) that is responsible for providing electrical services
Interim Tax Bill:	A bill for property taxes for the first part of the year, usually based on the amount paid in the previous year

MỘT SỐ ĐỊNH NGHĨA

Trưởng lão:	Xem “nghị viên”
Khu Vực Đô Thị:	Một đô thị địa phương trong một đô thị vùng
Bảng Định Giá:	Một hồ sơ của sự định giá của từng bất động sản trong một đô thị
Bầu Cử Rộng Rãi:	Hệ thống bầu cử mà các ứng cử viên được bầu bởi tất cả các cử tri trong đô thị
Sở Giáo Dục:	Xem “ty giáo dục”
Giấy Phép Xây Cất:	Chính thức, giấy phép bằng văn bản để bắt đầu xây dựng hay tân trang một toa nhà.
Đạo Luật:	Một luật lệ thông qua bởi một đô thị chỉ có ảnh hưởng tới đô thị đó
Thành Phố:	Một đô thị thường có hơn 15,000 người và, nếu ở trong một quận, thì thường là không thuộc về quận theo ý nghĩa của đô thị
Ủy Ban Sửa Đổi:	Một ủy ban của các công dân được chỉ định bởi hội đồng đô thị địa phương để xử lý những thỉnh cầu xin được miễn trừ vì muốn thay đổi nhỏ trong sự chia xẻ khu vực của đô thị
Nghị viên:	Một thành viên của hội đồng đô thị, còn gọi là một trưởng lão, được bầu ra để đại diện cho quyền lợi của các công dân trong đô thị; các nghị viên có thể được bầu rộng rãi hay theo khu
Quận:	Một tầng cao hơn chính phủ đô thị, thường ở các vùng thôn quê, cung cấp phục vụ tới các đô thị trong địa phương (trong phần lớn các quận, các thành phố không trực thuộc một quận).
Cứu Tế Xã Hội Thông Thường:	Một chương trình giúp đỡ thu nhập mà cung cấp tài chánh cho những người không có các lợi tức khác
Ủy Hội Điện-Nước:	Một ủy ban hữu dụng công cộng (PUC) chịu trách nhiệm cung cấp điện lực
Hóa Đơn Thuế:	Một hóa đơn cho thuế bất động sản cho phần đầu năm, thường dựa theo số tiền thuế của năm trước

Land Severance:	Dividing land into smaller sections that the owner can sell or rent
Land Use Planning:	Using official plans or zoning by-laws to manage the development and use of land so that the municipality can grow and provide the services that are necessary and still protect the environment
Local Board:	A body appointed to look after services like libraries or health
Mayor:	The head of council in a city or town, and some other municipalities
Mill Rate:	The rate set each year by the council for setting taxes; it is based on the amount the municipality must raise to pay for the services it provides
Municipal Council:	A group of people elected by the voters of a municipality to make decisions about municipal services
Municipality:	A city, borough, town, township, village, county, or region with local self-government which allows its residents to receive common services
Ontario Building Code:	Standards for design and materials that must be met in all building construction and renovation
Polling List:	A list of eligible voters
Polling Place:	The place where people vote
Property Assessment:	The value given to a property based on its sale value and used to calculate property taxes
Property Standards By-law:	A by-law that requires buildings to be kept safe and in good repair
Property Tax:	Money collected from each property owner in a municipality to pay for the services that are not covered by grants or other fees
Public Utilities Commission (PUC):	A body appointed to provide, and collect fees for, electricity and sometimes water
Reeve:	The head of council of a township or village

**Chia Xẻ
Đất Đai**

Phân chia đất đai ra làm từng phần nhỏ để chủ có thể bán hay cho thuê

**Kế Hoạch
Xử Dụng
Đất:**

Dùng các kế hoạch chính thức hay phân chia khu vực để quản lý sự phát triển và xử dụng đất đai để đô thị có thể mở mang và cung cấp các phục vụ cần thiết mà vẫn bảo vệ được môi sinh

**Ủy Ban
Địa Phương:**

Một tổ chức được chỉ định trông coi các phục vụ như thư viện hay sức khỏe

Thị Trưởng:

Người đứng đầu hội đồng một thành phố hay thị xã, và một số đô thị

**Mức Độ
Đánh Thuế:**

Mức độ đặt ra từng năm bởi hội đồng để đặt giá thuế; dựa theo số tiền mà đô thị cần phải quyền để trang trải cho những phục vụ nó cung cấp

**Hội Đồng
Đô Thị:**

Một nhóm người được bầu ra bởi cử tri của một đô thị để quyết định về những phục vụ của đô thị

Đô Thị:

Một thành phố, thị trấn thị xã, làng, quận, hay vùng với hệ thống tự trị địa phương để dân chúng nhận được cùng một phục vụ chung.

**Quy Tắc Xây
Cất Ontario:**

Tiêu Chuẩn cho sự thiết kế và vật liệu cần phải tuân theo trong mọi xây cất và tân trang.

**Danh Sách
Cử Tri:**

Một danh sách của những cử tri đủ điều kiện đi bầu

**Nơi Đầu
Phiếu:**

Nơi mà mọi người tới để bầu cử

**Sự Định
Giá Của Bất:
Động Sản**

Giá trị đã định cho một bất động sản dựa trên giá thị trường và dùng để tính mức thuế bất động sản

**Đạo Luật
Tiêu Chuẩn
Về Nhà Ở:**

Một đạo luật yêu cầu các tòa nhà phải được giữ gìn an toàn và trong tình trạng sửa chữa tốt.

**Thuế Bất
Động Sản:**

Tiền thuế thu từ chủ của từng bất động sản trong một đô thị để trang trải cho những phục vụ không được trang trải từ trợ cấp và các lệ phí khác

**Ủy Hội Hửu Dụng
Công Cộng:(PUC)**

Một tổ chức được chỉ định để thu lệ phí cho điện lực và đôi khi nước ngọt

Chủ Tích Xã

Người đứng đầu một thị xã hay làng

Regional Chair:	The head of council of a regional municipality
Regional Municipality:	An upper level of municipal government, usually in urban areas, which provides certain services to all of the area municipalities within its boundaries
Returning Officer:	The person, usually the municipal clerk, who is responsible for running local elections
School Board:	A local body elected to make decisions about building and looking after schools, hiring teachers and other staff, authorizing educational programs, and approving textbooks
Town:	A municipality that normally has more than 1,500 people
Township:	A municipality, usually in rural areas, that normally has more than 1,000 people
Trustee:	An elected member of a school board
Village:	The smallest kind of municipality, usually with a population of about 500 people
Warden:	The head of a county council
Wards:	Areas into which a municipality is divided for election of council members and school trustees
Zoning By-law:	A by-law that divides a municipality into small areas, or "zones", and says how land in each zone can be used

Chủ Tịch Vùng:	Người đứng đầu hội đồng của một đô thị vùng
Đô Thị Vùng:	Một tầng cao hơn chính phủ địa phương, thường ở các vùng thành thị cung cấp một số phục vụ tới tất cả các đô thị trong địa thế của nó.
Bảo Cáo Viên:	Một người, thường là thư ký đô thị, chịu trách nhiệm điều khiển các cuộc bầu cử địa phương
Ty Giáo Dục:	Một tổ chức địa phương được bầu ra để quyết định về xây cất và trông coi trường học, mướn giáo sư và các nhân viên khác, chấp thuận các chương trình giáo dục, và sách giáo khoa.
Thị Xã:	Một đô thị thường có hơn 1,500 người
Thị Trấn:	Một đô thị, thường là ở khu thôn quê, thường có hơn 1,000 người
Ủy Viên:	Một thành viên được bầu của một ty giáo dục
Làng:	Loại đô thị nhỏ nhất, thường có khoảng 500 người
Giám Đốc:	Người đứng đầu của một đô thị quận
Khu:	Các khu vực được chia ra trong đô thị để bầu cử các nghị viên và các ủy viên trong ty giáo
Đạo Luật Phân Chia Khu Vực:	Một đạo luật chia một đô thị ra từng phần nhỏ hơn, hay "các khu vực", và chỉ ra rằng đất đai trong từng khu vực được sử dụng ra sao



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